

Job Title: Community Engagement & Product Operations Executive

Company: Kloth Malaysia Sdn. Bhd.

Working arrangement: Hybrid working

Salary range: RM2,000 - RM3,500 with statutory payments

About Us:

Founded and formed on 11th December 2013, Kloth Malaysia Sdn. Bhd., also known as Kloth Circularity, is a Malaysian social enterprise that aspires to become the catalyst of textiles, clothing and plastics circular economy. In order to combat climate change and its impact, Kloth Circularity is aligned with the Kloth 5R philosophy of the circular economy, “Rethink, Reduce, Reuse, Repurpose, Recycle”.

Job Description:

As the Community Engagement & Product Operations Executive, you will play a key role in driving community initiatives while ensuring smooth and efficient product operations across the organisation. This multifaceted role combines stakeholder engagement, programme coordination, and operational execution. Your contributions will directly support and strengthen the impact and growth of our brands, including Kloth Textiles, Kloth Wear, and Kloth Woman Up.

Key Responsibilities:

1. **Customer & Stakeholder Management:** Coordinate with customers, supply chain partners, and stakeholders to ensure a smooth, customer-centric process, with regular updates on production progress and delivery schedules.
2. **Community Engagement:** Plan and coordinate engagement initiatives with corporates, students, universities, and NGOs at the Kloth Hub or partners' premises.
3. **Upcycling Workshop Support:** Plan, coordinate, and execute upcycling workshops, including materials preparation and facilitation support.
4. **Kloth Woman Up Engagement:** Support training, onboarding, and engagement of new Kloth Woman Up participants.
5. **Product Inventory & Fulfilment:** Monitor sales from Kloth's online store and efficiently fulfill product orders. This includes inventory planning, stock monitoring, and regular restocking for both B2C sales and Kloth's online store.
6. **Proposal Development:** Understand prospective customers' and stakeholders' briefs and prepare comprehensive product and design proposals accordingly.
7. **Product Sampling & Development:** Oversee the product sampling process from ideation to completion, working closely with sample makers to ensure quality, feasibility, and adherence to timelines.

8. **Fabric & Material Sourcing:** Source, evaluate, and sort fabrics and materials suitable for upcycling and production.
9. **Production Oversight & Logistics:** Collaborate with suppliers and seamstresses, including skilled women from marginalised communities, to manage all aspects of production and logistics, ensuring timely order delivery while upholding the highest quality standards.
10. **Marketing Support:** Collaborate with the marketing and communications team on campaigns across Kloth Textiles, Kloth Wear, and Kloth Woman Up, contributing to brand growth and sales.
11. **On-ground Support for Corporate Events (Ad Hoc Basis):** Provide on-site support for corporate events, handling setup, managing booths, and assisting customers.

Requirements:

1. **Experience:** Minimum 2 years of experience in community engagement, product operations, program management, or a related field.
2. **Education:** Bachelor's degree in fashion design, textiles, or a related field.
3. **Sustainability Passion:** Deep commitment to sustainability and environmental responsibility, with a thorough understanding of sustainable practices and principles in business.
4. **Collaboration Skills:** Excellent interpersonal skills, enabling effective collaboration across various customers and stakeholders.
5. **Adaptability:** Ability to thrive in a fast-paced, deadline-driven environment, managing multiple projects simultaneously.
6. **Attention to Detail:** Strong focus on detail and a commitment to maintaining high quality standards in all aspects of work.
7. **Technical & Operational Skills:** Experience in design and product proposals, production oversight, logistics, inventory planning, and fulfillment processes.
8. **Transportation:** It is compulsory for candidates to have their own transportation to facilitate travel to suppliers, stakeholders, and events as needed.

Kloth Circularity is an equal-opportunity employer committed to diversity and inclusion. We encourage candidates of all backgrounds and experiences to apply.

If you are passionate about sustainability, have a track record in product development and operations, and are eager to make a positive impact in the textile industry, we invite you to apply for this exciting executive-level position.

To apply, please submit your resume and portfolio to ask@klothcircularity.com & adelyn@klothcircularity.com