

HUNTER BELL

Job Title: Production Assistant

Company: Hunter Bell Inc.

Job Location: 5433 Westheimer Rd., Ste. 200, Houston, TX 77056

Reports to: Production Director

Position Summary

The Production Assistant will provide administrative and operational support to the Production Director and Production team across the product lifecycle. This role will focus on maintaining accurate production information, purchase orders, systems, trackers, documentation, invoices, samples, and shipment records. The Production Assistant will work closely with the Production Director, NYC Production Coordinator, internal teams, vendors, and the Houston Fulfillment team to ensure information is accurate, organized, and communicated in a timely manner. The ideal candidate is highly organized, detail-oriented, proactive, and comfortable managing multiple priorities and time-sensitive tasks in a fast-paced apparel environment.

Responsibilities:

Production & Administrative Support

- Support the Production Director and Production Coordinator with day-to-day production administration.
- Maintain seasonal production trackers and status reports.
- Enter and update production information, quantities, costs, delivery dates, and approvals in internal systems.
- Maintain organized production files and documentation by vendor and style.
- Assist with tracking reorders and replenishment orders.
- Follow up on assigned production action items and communicate outstanding items to the appropriate team member.
- Assist with special projects and departmental initiatives as needed.

Purchase Orders & Systems

- Prepare and enter purchase orders based on approved production information.
- Maintain accurate style, SKU, vendor, cost, quantity, and delivery information in company systems.
- Assist with product creation and SKU setup within the inventory system.
- Maintain production edits and system updates.
- Cross-check purchase order and system information for accuracy and flag discrepancies.
- Assist with production reporting and data entry.

Sample Support

- Receive, organize, and track development and production samples.
- Maintain sample tracking logs and communicate outstanding sample needs.
- Coordinate sample shipments and returns as needed.
- Assist with sample organization and seasonal sample records.

Labels, Trims & Production Materials

- Assist with ordering and tracking hangtags, labels, trims, packaging, and other production materials.
- Maintain records of quantities ordered and distributed to factories.
- Assist with organizing fabric and trim information.
- Track outstanding production material needs and follow up as directed.
- Support the Production team with production material documentation and inventory records.

Shipping & Fulfillment Support

- Maintain production shipment and delivery trackers.
- Track DDP shipments and expected delivery dates.
- Collect and organize shipment documentation, including commercial invoices, packing lists, tracking information, and delivery confirmations.
- Coordinate with the Houston Fulfillment team regarding upcoming production deliveries.

- Track actual receipts against expected deliveries and flag discrepancies.
- Communicate shipment updates or delivery issues to the Production Director and Production Coordinator.
- Assist with maintaining accurate records of production inventory received.

Invoice & Payment Support

- Collect production and vendor invoices and supporting documentation.
- Review invoices against purchase orders and approved information for basic accuracy.
- Maintain production payment trackers.
- Route invoices for internal approval and payment according to company procedures.
- Follow up on missing documentation and invoice discrepancies.
- Assist Finance and Production with production-related invoice questions.

Cross-Functional Support

- Work with the Production Director and NYC Production Coordinator to ensure production information is accurate and up to date.
- Support Design, Product Development, Merchandising, Finance, Marketing, and Fulfillment with production information and administrative requests as needed.
- Assist with early shipments, gifting, promotional merchandise, and other time-sensitive production requests.
- Help maintain organized departmental records and processes.

Process & Organization

- Help maintain organized production systems, trackers, and shared files.
- Identify data discrepancies or missing information and bring them to the attention of the Production Director or Coordinator.
- Support the team in developing efficient and consistent production processes.
- Maintain confidentiality of company, vendor, and financial information.
- Perform other production-related duties as assigned.

Qualifications

- 1–2 years of experience in apparel production, merchandising, operations, or a related field preferred.
- Bachelor's degree in fashion, business, or a related field preferred.
- Excellent organizational and time-management skills.
- Exceptional attention to detail and accuracy.
- Strong Excel and Microsoft Office skills.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Strong follow-through and willingness to take ownership of assigned tasks.
- Comfortable working with numbers, data, purchase orders, and inventory information.
- Collaborative team player with a positive, solutions-oriented approach.
- Interest in fashion, apparel, and the product development and production process.

Please submit resumes to careers@hunterbellnyc.com.