

Merchandising Duties and Responsibilities in Garments Factory

[Merchandising](#) plays the most important role in the apparel industry, merchandising general procedures are sourcing garments order, making a sample, price negotiation, price confirmation, order confirmation, fabrics-trims and accessories booking, Fabrics-[trims and accessories](#) in-house and arrange QC file. Merchandising fills up the gap between garments manufacturer and buyer. So, if you are a stakeholder of apparel industry then you must have idea of merchandising duties and responsibilities in garments factory.

Job Description of a Merchandiser

This article is all about [merchandising job description](#) what a merchandiser does in garments factory as a **senior merchandiser or merchandising manager**, clearly described product development to shipment process in below. Hope this article would help you to clarify about merchandising job responsibility in apparel industry.

24 Merchandising Duties and Job Responsibilities in the Apparel Industry

1. Product development and price offer to the client.
2. Price confirms with client and provides PI to the client for master L/C.
3. Within a short time to collect all order concern document to the buyer for necessary action.
4. Collect PI for open BTB L/C to arrange the all related materials.
5. To follow-up T & A on regular basis to ensure on-time delivery with right quality and quantity.
6. [Lab dip](#), trims, bulk fabric color, and quality submit to the buyer for approval.
7. Arrange all materials to make the required sample.
8. Closely monitoring sampling approval process and on time provide to the client for approval and arrange approval for the go ahead.
9. Critical path analyzes and meeting with the buyer.

10. [PP meeting](#) with the buyer.
11. Size set submits to the buyer and arranges approval for bulk production.
12. To in-house require materials on time to production according to T & A.
13. To collect an inventory report from the store.
14. Update factory production and the quality team about every message of buying a house
15. Sent the require materials (trims, fabric, etc.) third-party test and provide the report to the client.
16. Regular basis check with quality department and make ensure for correct quality.
17. Make a schedule for inspection with buyer inspection team.
18. Space booking to shipping line and goods handover on time.
19. Confirm on time and smooth shipment to the buyer
20. If in case fail on-time delivery or correct quality than make a decision and discuss with the head of department or high authority and finalized.
21. Time to time reporting to the head of the department
22. Reporting to the high authority in need basis.
23. Send document for issue inspection certificate.
24. If in case need than follow up payment issue.

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