



NGNY

# Production Assistant - SBN

# Production Assistant - SBN

## Welcome to NGNY

Founded in 2014, Ngakkan Nyaagu is a 100% Aboriginal-owned and operated end-to-end digital agency. Headquartered in Ultimo, NSW on the lands of the Gadigal people of the Eora Nation in Sydney.

Developed as a business initiative to build and evolve an Indigenous economy, the Supply by NGNY manufacturing division was positioned in 2018 to cater to businesses with Apparel Manufacturing needs. Providing bespoke, cost effective solutions for clients with an end-to-end creative option for the design, development and delivery of a range of manufactured products. Enabling businesses to build a brand identity in apparel and merchandise, our manufacturing services division supplies items such as uniforms, branded merchandise, accessories, and PPE. To date the manufacturing and supply division has grown to provide a full branded merchandise range that offers custom cut and sew as well as branding of pre-approved stock items for suppliers in need.

## JOB DESCRIPTION

---

As an Apparel Production Assistant within our manufacturing team, you will facilitate a support role in providing the needed assistance across our emerging Manufacture Service Pillar. With a focus on the production process of our apparel services, your meticulous attention to detail, strong organisational skills, and passion for the fashion industry will be essential in ensuring the smooth execution of the business's production activities and services.

JOB TITLE: Apparel Production Assistant  
COMPANY: NGNY Digital (Ngakkan Nyaagu)  
LOCATION: Sydney, NSW  
JOB TYPE: Part-time (15-20 hours per week)

## RESPONSIBILITIES

1. **Quality Control:** Conduct thorough quality checks on materials and finished products to uphold the brand's standards for excellence and consistency. Identify and address any defects or issues promptly.
2. **Inventory Management:** Assist in managing the online inventory levels of finished base products, ensuring adequate stock levels to supply cyclical production runs.
3. **Production Coordination:** Work closely with the Product Manager to support, plan and manage schedule production timelines to ensure timely delivery of apparel and project delivery deadlines.
4. **Sample Development:** Support the creation of product samples, liaising with the design and pattern-making teams to ensure accuracy and adherence to specifications.
5. **Documentation and Reporting:** Maintain detailed methodology of record keeping concerning production activities, including material specifications, supplier information, production quantities, and delivery schedules. Generate regular reports to monitor progress and identify potential areas for improvement.
6. **Assist in Production Processes:** Provide hands-on assistance in various production tasks, including cutting, sewing, and assembling garments, as required.
7. **Team Collaboration:** Collaborate with cross-functional teams, such as design, merchandising, and logistics, to ensure effective communication and coordination throughout the production process.
8. **Sourcing and Procurement:** Collaboration across vendors and suppliers to source high-quality materials, fabrics, trims, and accessories necessary for apparel production. With a sightline to price negotiation opportunities to manage purchase orders and maintain cost-effective production measures.

**To apply, please submit your resume, a cover letter, and any relevant work samples or references. Only shortlisted candidates will be contacted for further assessment. Note: Applicants who are based outside of Australia need not apply.**

## REQUIREMENTS

- **Education:** High school diploma or equivalent qualification is required. Additional education or certification in fashion design, textiles, or related fields will be a plus.
- **Experience:** Prior experience in apparel production, textile industry, or a similar role is preferred but not mandatory. We welcome enthusiastic individuals with a strong passion for fashion and a willingness to learn.
- **Organisational Skills:** Exceptional organisational and time-management skills, capable of handling multiple tasks simultaneously and meeting tight deadlines.
- **Attention to Detail:** A keen eye for detail and a commitment to maintaining the highest quality standards in every aspect of production.
- **Communication:** Strong verbal and written communication skills, able to work effectively as part of a team and interact with suppliers and vendors professionally.
- **Computer Literacy:** Proficiency in using basic computer software, such as Microsoft Office (Word, Excel, etc.) and any relevant industry-specific software.

## WORKING HOURS AND COMPENSATION

This is a part-time position, with commitment of up to 2 days of work expected each week.

The annual salary for this role is based on a pro-rata rate based on the number of hours worked each week, and the level of experience you bring to the role..

We offer a flexible work schedule, internal growth opportunities and the ability to be part of a dynamic and supportive team with a track record of delivering successful order deliveries. If you are a highly organised and proactive individual with a passion for providing exceptional administrative support and service, we would love to hear from you.