



JOB DESCRIPTION FORM

JOB TITLE / JOB CODE :	Coordinator, Raw Materials and Color
DEPARTMENT:	QA and Technical Services: Raw Materials and Color
LOCATION:	Hong Kong
JOB REPORTS TO (TITLE):	Senior Director, Raw Materials and Color
REVISION DATE:	5/14/2026
ESSENTIAL JOB FUNCTIONS (TASKS, DUTIES AND RESPONSIBILITIES MOST IMPORTANT TO GET THE JOB DONE)	
<p>The position is responsible for supporting data management and analytics in the Raw Materials and Color team. This role has no direct reports and is based in the HK office.</p> <p>Key responsibilities</p> <p>Administrative and Operational 70%</p> <ul style="list-style-type: none">➤ Liaise with the Raw Materials Development leads and manage new Mill Onboarding document validation and initial system work. Track the progress, coordinate with the required stakeholders to make sure the completion of the process is within the set timeframe.➤ Business data analysis and creation of reports as specified by the Raw Material and Color Team leads.➤ PLM Data and Image maintenance related to product information (specs and other details)➤ Maintain and update the Fabric Library➤ Support organizing and proper maintenance of documentation records and samples related to Raw Materials➤ Maintain color standard data in Spectrophotometer system.➤ Release color comments, manage approval status and communicate color comments using the PLM system➤ Maintain color filing system including submissions, strike offs, bulk production records.➤ Release color comments and manage approval status in the system.➤ Dispatch approval record to offshore offices and headquarter at Atlanta (as needed)➤ Check color coordination program in PLM. Retrieve the related color records as required.➤ Coordinate and manage color KPI data tracking and management.➤ Other administrative work assigned by Color and Raw Material leadership. <p>Analytical and Insight 30%</p> <ul style="list-style-type: none">➤ Support data gathering and analytical work related to team projects➤ Analyze and monitor monthly/seasonal KPI data and provide insights to the team leaders➤ Liaise with the Global Procurement/Operations teams to obtain required data/information to help team projects/workstreams	
SUPERVISORY / BUDGETARY / EXTERNAL COMMUNICATION RESPONSIBILITY	

SECONDARY FUNCTIONS (IF APPLICABLE - ANY DUTIES NOT CONSIDERED ESSENTIAL)	

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KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS (MINIMUM COMPETENCIES REQUIRED FOR JOB PERFORMANCE)

Must have:

1. Technical knowledge:
 - ✓ Software skills – Excel/ PowerPoint
 - ✓ Data analysis
 - ✓ Basic understanding of the Textile/Apparel business
2. Communication Skill
 - ✓ Fluent in English written and verbal communication
3. Detail oriented

PRIOR WORK EXPERIENCE AND EDUCATIONAL REQUIREMENTS

- Diploma or Degree in textile or apparel studies preferred
- Minimum of 1 year of relevant work experience preferred. Fresh graduates who are curious, self-motivated, demonstrate a positive work attitude, strong attention to detail, a high sense of responsibility, and the ability to manage data effectively are also welcome to apply.
- Proficient in verbal and written English communication
- Proficient in Microsoft Word, Excel, PowerPoint. Demonstratable capabilities to manage mass volume of data set, conduct analysis, present findings and draw insights
- Well-organized, systematic, strong data analytical and project coordination skills

PHYSICAL DEMANDS

- Normal office environment with occasional travel to factories

Please email your application to email: Recruit.HK@carters.com

NOTE: This job description is not intended to be all-inclusive. The duties described may be changed or reassigned at the discretion of management, and the employee may be required to perform duties that are not listed in the job description.