carter's

JOB DESCRIPTION FORM

JOB TITLE / JOB CODE:	Fabric Technician
DEPARTMENT:	Quality Assurance – Raw Materials and Color
LOCATION:	Hong Kong
JOB REPORTS TO (TITLE):	Fabric Technical Manager
REVISION DATE:	October 2026

ESSENTIAL JOB FUNCTIONS (TASKS, DUTIES AND RESPONSIBILITIES MOST IMPORTANT TO GET THE JOB DONE)

The Fabric Technician is under Quality Assurance Department with a focus on development of fabric new quality, counter, new technique and R&D; also, partnership with QA to resolve the technical issue for the great benefit on quality and on-time shipment.

- 50%: Development and R&D
    - Follow Development timeline to finish new quality development and report in timely manner
    - Develop new fabric qualities to align with company brand requirements and evaluate need for new fabrics prior to development
    - Follow up the tracking record and maintain the up-to-date fabric record in physical library and system
    - Responsibility to evaluate the testing report to challenge the result is reasonable and feasible on production and any suggestions / alternatives to resolve it
    - Responsibility to counter develop fabric qualities to support Sourcing and Global Procurement strategy, e.g. increase offshore locations / support localization
    - Provide workable options when quality and/or cost is not affordable through partnering with PDC and Sourcing
    - New technique development with potential mills to extend the capacity / capability in line with the strategic direction
    - Proactively partner with wash team to ensure the quality of the wash program meets CRI standards and the bulk execution will pass CRI testing requirements
    - Provide the seasonal / bi-seasonal R&D / trend presentation package to Design / PDC
    - Accountable for Artwork development for specialty or new technique and follow through the testing to secure the consistency and application on bulk
- 30%: Sample yardage and Bulk Fabric Quality
    - Review the execution of development yardage of new qualities / techniques to assess any potential issues or setting acceptable tolerance to align with RMQA and sourcing partners (highlight and callout potential color limitations or concerns due to fabric nature)
    - Review the approval of 1st bulk for fabric quality for new fabrics, special techniques, including opt out fabric. Utilize regional RMQA teams to support faster approvals where appropriate
    - Responsibility to identify and escalate fabric/product quality related issues and discuss with cross functional teams to lead quick resolution to meet CRI standard
- 20%: Mill Management and Material System Update
    - Establish / maintenance of mill matrix file and physical fabric library
    - Material information update and maintenance in system (e.g. PLM, VMS….)

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- Take mill pre-assessment / audit as needed for potential suppliers to understand the capability and able to meet Carter's requirement before mill / factory onboarding
- Provide ongoing training to fabric mills on SOP of quality development, approval & expectation, testing requirement and any new launch of process & standard

SUPERVISORY / BUDGETARY / EXTERNAL COMMUNICATION RESPONSIBILITY

- Build strong relationships with satellite offices to leverage talent and in country resources

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

- n/a

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

- With solid technical knowledge on woven/knit fabric construction, production process, QC procedures and inspection analysis
- Good knowledge in fabric dyeing & printing techniques and limitations
- Knowledge of traceability process, sustainable material (Organic, Recycled…) and application of Oekotex certificate
- Familiar with US & Canada children's wear regulatory and safety requirements
- Good problem-solving skills and ability to negotiate with different counterparts
- Understanding of testing, safety standards, and inspection procedures
- Proficient in Microsoft Office, Word, Excel, and Power Point
- Fluent in English, Mandarin / Cantonese advantageous
- Knowledge/experience and familiar in using Flex PLM
- Willing to travel on request

PRIOR WORK EXPERIENCE AND EDUCATIONAL REQUIREMENTS

- Higher diploma or above in related discipline
- 3-5 years' experience on knit and woven fabric development / production
- Possess relevant experience in buying / sourcing office

PHYSICAL DEMANDS

- Normal office environment with limited travel 20% travel as needed.
- Role is based in our Hong Kong office location.

NOTE: Please email your job application and expected salary to Recruit.HK@carters.com

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.