

Job description ASSISTANT

Job name	Assistant / project manager	Overview
Type of post	Project/task based - Freelance	
Compensation	Agreed through freelance project quotation	
Additional benefits	Travel, accommodation and meals allowance, where required	
Closing	Information will be available on the website.	

Role specification

Shades are looking for a freelance assistant/project manager to aid operational business needs. You need to be min. 18 years old to apply for this opportunity.

Main skills and experience	R	D
Good written and spoken English	X	
Experience in project management	X	
Experience in garment manufacturing		X
Can organise own time and work independently	X	
Negotiating skills	X	
Event organising skills	X	
Able to organise travel, accommodation, venue hire and related services		X
R - Required D - Desirable		

Application process

1. Fill in the application form online
2. Attach a covering letter
3. Attach your fee proposal on the template provided

Covering letter

In the covering letter, please include the following information:

1. Your full name, address, email address and mobile number.
2. Describe your existing skills or experience that match this job profile.
3. Explain why do you believe you are the right fit for this position and how you will deliver the required outputs.

The covering letter should not be longer than one-page A4.



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ASSISTANT

What you will do for us

Please note that below tasks and activities may be required in full, part or not at all.

You can work from home or any other place you wish, using technology to communicate with us and others.

We will not set a specific times of day when you should undertake the work however, you must note the time difference between the UK and your country (if any) and operating times of factories and manufacturers you will be asked to liaise with.

Should any travel be required, we will discuss any compensation on case-by-case basis.

Main duties

1. We will provide you with manufacturer's specification and Client requirements.
 - We will ask you to undertake market research and find a minimum of three suitable manufacturers and/or factories who will be able to manufacture products to our specification.
2. We will provide you with an email address within our domain and product specifications.
 - We will ask you to represent us in all discussions with the manufacturers on our behalf to agree manufacturing process as per specification
3. We will ask you to obtain samples of fabrics, products and finishes. This may be delivered by manufacturer, or you may be asked to post it to us. We will cover the postage and packaging cost, if required.
4. You will translate documents and specifications for us, or translate any discussions via email or voice, or act on our behalf discussing matters with partners who cannot communicate in English, always acting in our best interests.
5. You will represent us before candidates for other roles within the business, who cannot communicate in English, and/or help them with the processes required to complete their application or contract.
6. You will be asked to liaise with another freelancer/s to organise photoshoot, including but not limited to venue hire, accommodation booking, travel booking, expenses logging, communicating with photoshoot candidates and providing them with joining information, and organising the photoshoot on the day, overseeing all required activities which will aid successful completion, as required.
 - You will be reimbursed for expenses related to travel and accommodation, should you be required to travel.
7. You will be asked to oversee the production and sample producing, organise delivery of the finished product with the manufacturing and undertake quality checks.
8. Any other tasks and requests that will be prior agreed on between us with a provision of a fee extension and definition of specific outputs related to these.
9. At all times you will be acting with integrity and having our best interest as a priority.



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Contract type

1. You will be hired as a freelancer and the commission will be output based.
2. This means you will not be considered our employee at any point during the contract, but we will retain a duty of care for your health and safety when you are undertaking any work for us and under our direct supervision and control over it.
3. We will not query the time or ways you work to deliver the require outputs.
4. As part of your application and the contract, we will require from you to submit a proposed fee, broken down by outputs, and a schedule of payments.

Dates

1. You should check our application website for closing date. If there is no closing date that means the recruitment is ongoing.
2. Shortlisted candidates will be issued with details related to an interview at least two weeks in advance. The interview will be held online and may be in the evening due to time-zone difference.
3. Only shortlisted candidates will be notified by email about the outcome of this process, within three weeks of their interview.
4. We will notify the successful candidate within 4 weeks of the closing date, once this is advertised.

Pay

1. We will pay you the agreed sum based on the fees proposed by you in your quotation, and negotiations, if required.
2. You will need a Wise account for us to transfer the money to you. We can also make a SWIFT bank transfer directly to your bank account however, in this instance the payment will be reduced by processing fees.
3. The payment can be made in either USD or INR. Other forms of payment and currencies may be available.
4. This commission will be output based, and you will only be paid for the delivered outputs and to the extent prior agreed.
5. We will not offer any advance payments and all payments will be settled within 7 days of delivering the output and as per agreed fee schedule.

Expenses and allowances

1. We may compensate you for any additional costs related to delivering this commission providing these are approved by us before being accrued.

Intellectual property and data processing

1. We will retain the rights to any outputs and outcomes as a result of your work for which we pay.
2. Your personal details will be held and processed as per GDPR regulations in the EU and UK and used only for the purpose related to delivery of the contract.
3. We will not share your data with anyone else, unless required by law or with a written permission from yourself.

