

Overview:

Location:	Bellingham, Wa/ Remote
Employer: :	Brist Manufacturing
Job Type:	Full-Time (1099 or W2)
Benefits:	W2 employee
Reports To:	Creative Director

Background:

At Brist, our mission is to create an unrivaled merchandise experience that enables our partners to focus on what they do best. We are unapologetically ourselves and work hard to give brands a rockstar apparel program that their fans will love. In one week (or day) we'll speak to brewers, influencers, and outdoor enthusiasts but also with tech giants and major league sports teams. We can tie our ties when we need to, but we can also kick back with a cold one to discuss the next big project. Staying true to self is what makes us different. It's our secret sauce.

Our creative team is the thing that gives our secret sauce that unforgettable kick. We've carefully assembled a dream team of designers from a diversity of backgrounds and industries, with their impeccable taste and abilities reflected in the designs featured on millions of garments worldwide.

Our Core Values:

- **Do it together** - Every person and department is crucial to Brist.
- **Over deliver** - Give our clients an experience they will brag about. Deliver WOW.
- **Lean into discomfort** - Seek new challenges, take a deep dive into the unknown/uncomfortable (send it).
- **Be bold, send it** - Be persistent, confident, don't take no for an answer, test it out.
- **Take risks & own it** - Make mistakes, learn, challenge what we do, and grow.
- **Create results** - hit deadlines, deliver, finish. Don't die in perfection.

Who We Are Seeking:

Brist Mfg. is seeking a project management rockstar with design and/or art production knowledge to navigate a high volume of design tasks, work closely with our internal designers, leverage the use of external design resources, and build better tools and processes to meet our explosive customer growth and design demand. Your deliverables will include leading improvements that will provide flexibility in design capacity, and utilizing our project management software to create efficiencies in workflow and throughput, communication and timelines.

The Position:

The Design Administrator is an innovator and builder of better tools and processes. Some of the most important work required of this role is to see design through the lens of capacity planning, leveraging outside creative partners to facilitate our rapid growth, and at the same time, help our internal design team manage the daily design que and project workload.

Duties & Responsibilities:

- Manage design task processes - Track, sort, and delegate design tasks between multiple departments, individuals, and outsource partners
- Receive inbound design projects and coordinate portfolio needs with design leads and senior designers
- Work closely with the Creative Director to quickly design and build a scalable outsource design program that will provide Brist resources to expand and contract design services based on customer and project demand
- Collaborate with other designers, partners, sales staff, and clients to build and refine more efficient task execution processes
- Utilize our project management software and applications, streamline and improve processes that will lead to efficiencies in time and resources
- Collect and analyze data
- Communicate, interact and collaborate frequently with supply chain, sales and production to ensure the creative vision and final product meets customer expectations and Brist quality standards
- Build insightful reports and communication tools for design, supply chain and sales management
- Think conceptually and communicate effectively
- Help develop assets for internal and external efficiencies
- Manage workflow and ensure that all project deadlines are met

Experience & Requirements:

- 2-3 years project management/ administrative experience
- Bachelor's, AA Degree or equivalent
- Knowledge/understanding of design processes
- General understanding of the Adobe Creative Suite
- Project management software experience and expertise, Asana preferred
- Ability to balance multiple clients and projects
- Positive, problem solving attitude
- Ability to work cross collaboratively with the others
- Exceptional ability to understand, communicate, and delegate tasks
- Demonstrated ability to work proactively, autonomously and is accountable for decisions and actions



Design Administrator

Job Description

- Creative, inspired, well organized, and detail-oriented

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Benefits (W2)

Paid Holidays / PTO
Healthcare, Dental, Vision
Simple IRA / Employer Match
Employee Assistance Program
Generous annual Brist and other branded apparel and merchandise allowance
Profit Sharing

How to Apply

Email your resume and cover letter to Human Resource, attention Liz Mathias, SHRM-CP and Integrator at liz.m@bristmfg.com