

# Job Description

## TITLE: MASTER TAILOR

**Responsible to: Project In-charge**

**Location: National Youth Complex, Gadpuri, Haryana**

**Job Summary:** We are looking to hire a highly-skilled tailor to construct, alter, modify, and repair garments for our organisation. The tailor's responsibilities include restyling old or outdated garments/uniforms based on specifications, sewing zippers, buttons, hooks and eyes, or snap fasteners onto garments as needed. You should also be able to prepare completed garments for pick-up by ironing out creases and removing chalk marks.

### **Master Tailor's Responsibilities:**

- Discussing design, alteration, or repair requirements with the management to ensure that their specifications are met.
- Stitching of cloth as per measurements and specification.
- Should be able to work in a team and as an individual.
- Accurately recording of measurements, instructions, and preferences.
- Develops design for garment, adapts existing design for garment, or copies existing design for garment.
- Alters garment and joins parts, using needle and sewing machine, to form finished garment.
- Attaching labels to the sizes on garments to prevent any errors.
- Altering garments to improve comfort and fit, which includes shortening sleeves or straps, narrowing lapels, as well as taking in or letting out seams.
- Constructing garments for customers based on their design ideas, specifications, and preferences.
- Providing cost estimates for the construction of customized samples.



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Area:	Essential:	Desirable:
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Minimum Matriculation</li> <li>• Age 20 - 45 years</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification or qualification by skills/experience</li> <li>• Qualification in handling tailoring</li> </ul>
<b>Salary:</b>	<ul style="list-style-type: none"> <li>• 20,000-30,000 monthly (negotiable)</li> </ul>	
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience in related field of 5-7 Years.</li> <li>• Proven experience of working as a tailor</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in working with the team</li> <li>• Experience of getting the work done by volunteers</li> </ul>
<b>Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Good Customer Service Skills</li> <li>• Sound knowledge of fabrics as well as clothing design and construction.</li> <li>• Good hand-eye coordination.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent organizational, problem-solving, and time management skills.</li> <li>• Detail-oriented</li> <li>• Outstanding sewing skills.</li> </ul>
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Excellent attention to detail</li> <li>• Able to work on own initiative</li> <li>• Able to deliver against tight deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Creative approach to work</li> <li>• Able to multitask with the ability to focus on details</li> <li>• Able to work in a fast changing environment</li> </ul>
<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>• Fluent in spoken and written Hindi</li> <li>• Able to travel within country</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working remotely/in a dispersed team</li> <li>• Occasional work outside regular office hours</li> </ul>