



S W TEXTILE, INC. is a fabric import & distributor textile company located in downtown L. A. and is one of the fast growing companies in the textile field, established since October of 2011.

Our company's area is about 10,000 square feet which includes office and warehouse space approximately 5,000 square feet each.

We have a total of 15 employees both full and part time. We also have 6 different departments: administration, purchasing, accounting, sales, design team, and warehouse.

1. Administration department- Includes customer & employee care including personnel management, maintenance of company assets, equipment management, inquiring new accounts' financial statuses, and determining invoice term.
2. Purchasing department –Makes purchase orders to Korea, China, and Taiwan based on customer's orders, keeps track of order statuses and arranges delivery with warehouse department , supplies new items, new print, and design from each vendors and shows them to the sales department.



3. Accounting department-A/R and A/P, makes monthly reports and yearly reports of the company and each sales person.
4. Sales department -shows new items and new print designs to customers and get orders from customers.



5. Design department: Designers create new color patterns and new designs for upcoming seasons and supply them to sales department
EnCad-makes repetitive designs, does engraving, and prints onto fabric upon customer's request.





6. Warehouse department-delivers customer's orders and accept returns from customers on damaged goods, inspects items, and arranges stocks.