# **Job Description**

# **Production Coordinator**

|  |  |
| --- | --- |
| **Title:** | **Production Coordinator** |
| **Reporting To:** | **Head of Production** |

**Job Purpose: Ensuring all bespoke orders are delivered on time, sourced from the most suitable factories, with the highest quality components for the price paid.**

|  |  |
| --- | --- |
| **Responsibilities** | **Key Tasks** |
| **Creating and maintaining a critical path for each order** | * Critical path creation for each order
* Liaising with factories and internal teams to enforce that all critical path dates are met
* Chasing all teams at all stages to ensure that dates are met
* Feeding back to Account Managers when dates are not met
 |
| **Requesting and returning PIs** | * Requesting barcodes and product codes from the logistics team
* Requesting PIs from the factories with all the relevant product information and specifications
* Liaise with account managers and logistics to sign and return with POR number
* Returning signed PI back to the factory
* Ensure technical team are aware of the order
* Ensuring PSIs are happening before shipment
 |
| **Checking and cataloguing white box samples and components** | * All white box samples from the factory to be checked for suitability and quality
* Any white box samples to be labelled and filed on the system for the Product Development team
* All components to be numbered and filed on the system for the Product Development team to use
 |
| **Artwork checking** | * Checking of all artwork before sending to the factory against the artwork checklist
 |
| **Sample checking** | * Thorough checking of all pre-production and mass production samples that are received against the sample checklist
* Checking product samples with technical team to ensure they are compliant and for any improvements to be made
* Assess and note any improvements for the current order or for future orders
* Ensure Product Development Assistant has samples in order to create specifications to send to the factory
* Ensure Account Managers have samples to send to their customer
* Approval of specification sheets created by the Product Development Assistant
 |
| **Maintaining master product spreadsheet and Pegasus** | * Inputting new products into master product spreadsheet
* Ensure pricing, factories, specifications and comments are kept fully up-to-date
* Inputting and maintaining product information on Pegasus
 |
| **Resolving production issues** | * Liaising with internal teams to help resolve any production issues
* Leading discussions with factories on how best to resolve any issues
* Gaining approval of actions and costs incurred from Head of Production
 |
| **Visits to the Far East** | * Visiting the factories when required to check pre-production samples, view production, aid with inspections and look at new factories where required
* Visiting Trade Fairs where required
 |