# **Job Description**

# **Production Coordinator**

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| **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.**

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| **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 |