



PRODUCTION COORDINATOR – Denver, CO

Topo Designs, LLC makes classic outdoor gear inspired by who we are and where we live. We value simplicity and connectedness with the things we own. We are a growing brand, and with this new position, you have the opportunity to get in at the beginning and help us grow.

Experience/Education Requirements:

1-3 years in a production role with experience in data tracking and vendor relationships

Qualifications/Skills:

- Strong verbal and written communication skills
- Strong spreadsheet (Google Docs/Excel) and organization skills
- Detail-oriented
- Willingness and desire to be ambassador for Topo Designs products

Responsibilities:

- Responsible for purchasing all materials related to production for Topo Designs products
- Upholds weekly factory meetings (in person and/or online)
- Daily follow-up with multiple factories in regards to the samples production process, status, and schedules to ensure that product arrives on time
- Creates and manages Purchase Orders to ensure on-time factory completion to meet sales and customer requirements
- Maintains arrivals list and provides communication of date changes, and other pertinent information to Production and Sales teams
- Manages raw material inventory for finished goods
- Supports quality control review and issue management
- Negotiates costs with vendors
- Maintains and develops BOM database
- Takes independent action or initiative to follow through on open items

This is a full-time, salaried, exempt position. Topo Designs offers medical benefits, an outdoor monetary allowance, a Topo Designs product allowance, as well as a sought after company culture. Send résumé and salary requirement to careers@topodesigns.com