

## JOB SUMMARY

**Position:**        **Production Coordinator**

**Location:**      **Seattle, Washington**

### Primary Purpose:

This position will provide broad exposure to employees with an interest in production and merchandising. Employees in this position will be assigned projects and responsibilities which will allow him or her to learn product management processes and procedures.

### Major Responsibilities:

1. Data Entry - Enter data into the computer system and maintain. Coordinate production and contract information to include: style set up, color and fabric codes maintenance, contract entry and revisions, shipping and costing updates.
2. Assist with issuing sample, fabric, and development purchase orders.
3. Identify, analyze, and research production and delivery problems to maximize customer deliveries and minimize negative impact on inventory levels and product profitability. Review solutions with Business Product Managers.
4. Order and follow through on customer samples, ecomm samples, and salesman samples, including specification changes and quality checks as needed.
5. Research, audit, and update production status including cost sheets and delivery/shipment issues, i.e. SD memos and overages/shortages shipping details. Communicate any issues to BPM and/or sales management.
6. Communicate via phone and email on production issues to agents (international and domestic) and internal customers (allocations, customer service, shipping, and sales).
7. Communicate to sales and design on special cuts, sizes, colors or style changes as necessary or requested.
8. Work with BPM to place orders, confirm production and costing according to internal budgets and margin goals.
9. Coordinate with customer service, allocations, and distribution in the whs to meet customer compliance needs.
10. Help BPM's to prepare for sales meetings and new release markets by monitoring sample delivery, distribution, linesheets and costing support.
11. Participate in development meetings for new lines. Help shop stores, and gather info from customer web sites for retails, cost review, comparison product to help keep us and design in line w/ our competition.
12. Special projects and tasks as requested by the divisions.

### Qualifications Required:

- College degree in business, clothing and/or textiles, or equivalent work experience preferred.
- Minimum of one year of production scheduling, inventory control, buying experience or other office related experience, preferably within the apparel industry.
- Personal computer skills and proficiency in Word and Excel required. Familiarity with software applications as they relate to the apparel industry preferred.
- Excellent written and oral communication skills.
- Ability to work well independently. Strong organizational skills. Ability to analyze and prioritize critical information, handle multiple tasks and meet deadlines.
- Flexibility to adapt to business changes. Ability to work well under pressure.

*Unionbay is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, religion, national origin, age, protected veteran status, disability status, or any other characteristic protected by law.*