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# Example of Import Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of import coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for import coordinator

* Organize samples for library (with drops from current line/past seasons and extra pieces for sample library)
* Assists product development in the creation of seasonal production hand off materials
* Assists with SMS invoicing and payment
* Order supplies for the development and pre-production teams
* Prepare and send booking advices to client
* All communications via telephone, e mail, Facsimile are to handled in a professional manner, as this reflects our company
* Maximize profitability on all files handled to be cost conscious at all times
* Provide 1st class customer service pay attention to detail at all times
* Develop relationships with suppliers to enable strong partnerships with key suppliers
* Assist in determining pricing based on purchase cost

## Qualifications for import coordinator

* Review/update
* Knowledge of Department of Transportation requirements relating to ground transportation, preferred
* Candidate should process a desire to progress within the team demonstrating the ability to take on more responsibility in time
* Data extraction, importing, and entry
* Support cost, lead-time and quality improvement initiatives
* Negotiate inventory, delivery schedules, and lead time