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# Example of Product Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of product coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for product coordinator

* Manages early development sampling with the NY Workshop
* Manages Design Card handoff meetings to ensure details are accurate and consistent across silhouettes and categories (Retail and Outlet)
* Manages and communicates collection changes relating to Design updates, standards, and overall consistency of information
* Owns and manages standardizing Design intent for newness silhouettes each season
* Partners with the Team Lead to manage and facilitate Design Review Meetings (DRM) with a focus on product execution and target margin
* Manages approval of proto samples within the Product Development Timeline (PDT) deadlines to ensure timely execution of all product decisions and quality issues
* Manages all costing activities/milestones according to the PDT and other cost related sub-calendars (development costs, final costs and monthly PO costs) and manages cross-functional discussions in costing meetings
* Compile initial costing for all styles in development by partnering with cost engineer and/or vendors/regional offices
* Monitor status of raw materials for color samples and partner with Raw Material Design Manager on identification of raw materials that are not meeting cost or quality standards
* End to end development of the events and sponsorships

## Qualifications for product coordinator

* Self-starter with enthusiasm for new technologies and new media
* Clarify and communicate technical project objectives and success criteria to the team
* Provide guidance from a CPG / Interactive perspective to the Brand Assurance approvals process
* Experience running effective marketing campaigns
* Excellent presentation skills and demonstrated attention to detail
* Demonstrated ability to prioritize multiple projects in a fast-paced environment