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# Example of Product Coordinator Job Description

Our growing company is looking to fill the role of product coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for product coordinator

* Production of point of sale materials
* Attend industry functions and trade events where appropriate
* Assist the Product team in project delivery and new product launches in a manner that is consistent with the department’s strategic objectives and values
* Assist in the implementation of all product changes on a timely basis, all forms, supporting materials and process updates
* Creating and updating seasonal composite sheets and classification charts
* Coordinating work flow of weekly updates to ensure composites are used as a timely communication tool with vendors, production, technical and merchandising
* Manage sample tracking, lab dip comments, costing sheets and customs classification forms
* Oversee certain communication with overseas vendors
* Manage Flex BOMs and color codes
* Lead interdependent project activities between T&I, Supply Chain Management, Product leadership, translation, rationalization and project prioritization with respective functions including the Value Teams

## Qualifications for product coordinator

* Serve as a liaison to all vendors
* Positive and enthusiastic team player with intellectual curiosity and drive to learn
* 1-3 years of related work experience in Project Management and/or Product Licensing
* Process-oriented, organized, execution-minded focus
* Ability to multitask, prioritize, and problem-solve creatively
* Strong communication & presentation skills, and ability to build cooperative working relationships