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# Example of Sample Coordinator Job Description

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

## Responsibilities for sample coordinator

* Document calls information according to standard operating procedures
* Create new business opportunities through a proactive approach
* Manage the movement of product samples between business partners with meticulous attention to detail
* Catalog each item and manage logs to track each unit
* Place garment/fabric sample orders to suppliers
* Follow up sample orders placed by Sample Department of Head Office
* Monitors all deadlines for samples – photo shoots, Merchants, Public Relations
* Organizes samples by collection, category, and delivery
* Responds to Editor requests immediately
* Re-organizing all samples into the closet

## Qualifications for sample coordinator

* Sales Liaison/Support Experience in optical or similar industry
* Experience with SAP and CRM tools
* Work experience in a wholesale, B2B environment
* Proficiency in English language required (additional language skills in Spanish or French is a plus)
* Knowledge of sales principles and methods
* BS in Fashion – proficient in Adobe Illustrator & Photoshop