Downloaded from <https://www.velvetjobs.com/job-descriptions/sample-coordinator>

# Example of Sample Coordinator Job Description

Our company is growing rapidly and 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

* Support tagging and prepping samples for Media Kickoff ahead of stylist sample review and shoot packing
* Assisting in managing sample hand-off meetings with pre-media post photo shoots
* Retrieve, unload, and properly store incoming samples from the dock and/or distribution center
* Unpacks product and conduct initial assembly when applicable
* Remove packaging and recycling corrugated to maintain save work environment
* Support of RFID system and continued process improvement
* Commission all relevant data into inventory database and apply ID / Barcode to sample accurately
* Communicate the arrival of daily samples to the respective merchandising teams by category
* Prepare and distribute weekly reporting of all aged sample inventory
* Contribute to frequent cycle counts to maintain accurate inventory

## Qualifications for sample coordinator

* Prepare sample merchandise to add to inventory
* Ability to learn new order management style
* BS in Fashion – proficient in Adobe Illustrator & Photoshop
* Excellent organizational skill set and attention to detail
* Someone who seeks to take the initiative and key problem-solver
* Interest in the home decor/ shelter industry