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# Example of Sample Coordinator Job Description

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

## Responsibilities for sample coordinator

* Maintain a safe environment for samples/people, to lessen chances of loss and damage by communicating locations status with the merchant teams
* Support the set-up of key milestone events Product Reviews, Style-outs and Photo Shoots
* Process returns from On-Account orders and vendors (RTV’s) while monitoring and mitigating outbound shipping expense
* Ensure that the Key Performance Indicatiors are delivered and improved through the core Market Supply Specialist tasks
* Management of escalations and amendments from market
* Support insurance claim process in an accurate and timely manner after completion of customer concerns
* Provide support to Purchase to Pay Teams to resolve vendor invoice/purchase order related issues
* A cover for the Team Leader in case of absence
* A second point of contact for market and in-house stakeholders
* Takes part in audits

## Qualifications for sample coordinator

* Excellent communication skills that conveys a calm and professional demeanor (written and verbal)
* 1 – 3 Years of relevant work experience in inventory control preferred
* Experience in logistics, packaging, and distribution preferred
* Ability to assemble home furnishing product independently
* Ability to operate equipment (Reach Truck, Walkie, Counter Balance, Picker)
* 1-3 years of fashion work experience is preferred (sample management, apparel coordinating )