



# Example of Design Coordinator Job Description

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

## Responsibilities for design coordinator

- Execute design development activities based on strategies and priorities set by Sr
- Monitor calendars to ensure timeliness of deliverables
- Analyze Design Cards for accuracy and completeness
- Manage the timely delivery of samples, mockups and other submits from sample facilities to Design
- Track sample development deliveries
- Support the review of prototypes to meet Product Development Timeline milestones
- Coordinate workload, communication and direction directly to factories both overseas and domestic
- Facilitate submit approvals with design
- Prepare data for end of season hand-off to production
- Assist with new systems transition (ECvision)

## Qualifications for design coordinator

- The person in this position will be required to work in a fast-paced office setting with frequent interruptions and with the need to deal with a great diversity of people
- Work hours are standard with the exception of major projects during which extended hour may be necessary
- Ensure that all projects are addressed and responded to in a timely manner and that all necessary communications with regional Store Design partners,

- Ensure that clear and accurate reporting of active, pending and completed projects is maintained and understood within the team and that the brand is kept abreast of their related projects on an ongoing basis
- Manage samples for major milestone calendar meetings , work with cross-functional teams including
- Manage samples for key fittings on the seasonal calendar, schedule master fits for all classes with director of Technical Design