



Example of Materials Coordinator Job Description

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Our growing company is looking for a materials coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for materials coordinator

- Receive, tag and log all fabrics
- Maintain records of invoices and track budget
- Excellent communication skills (oral and written) including previous experience communicating with overseas suppliers and vendors
- Ability to work efficiently in a high-pressure, fast paced, deadline driven environment
- Must be capable of adjusting and defining multiple priorities
- Bachelor's Degree in a fashion, product design or related industry
- Two years previous experience in product development
- Proficient with Illustrator, PLM-type web based data information system and strong Excel skills
- Act as a representative of T.E.A.M
- The understanding and aptitude to work with computer stock programs and software

Qualifications for materials coordinator

- Translate brand aesthetic into a clear, executable direction for the supply chain overseas agents and manufacturers
- Organize and maintain raw material library
- Establish raw material meet or exceed required Dutch LLC performance standards
- Reports directly to Sr

- Provide day-to-day administrative support to the Materials Development team, travel bookings, conference room bookings, office supply, data entry