



# Example of Production Coordinator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of production coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for production coordinator

- Communicate consistently with creative and production team
- Update tracker as necessary with cancelations or mechanical release date changes
- Prepare and print International Artwork Tracker and distribute to team prior to Bi-Weekly International Artwork Status Meeting
- Track/oversee progress of projects for all brands and communicate with internal team and cross-functional teams to ensure deadlines are met
- Assist with completing the weekly priorities report
- Leads WRM (Weekly Recap Meeting)
- Manages liabilities
- Prepares PO worksheet & size breaks
- The candidate will be encouraged to develop new systems, trackers, ideas, to help the department operate more efficiently
- Work with vendors to secure bids process and track all invoices

## Qualifications for production coordinator

- Must have a BFA or BA in Fashion Merchandising, Business, or related field
- Must have intermediate understanding of fabric types
- Must have experience working with vendors/ factories in India
- Must possess excellent written and verbal communication skills strong

- You must have proven production experience in a fast-paced environment, ideally from a creative agency, fashion retailer, publisher or design office
- Contacts with global fashion photographic, model, hair and make-up agencies