



# Example of Sourcing Coordinator Job Description

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

## Responsibilities for sourcing coordinator

- Maintain and update status sheets (must be extremely accurate and detail oriented)
- Recognize and act on Pert (Program Evaluation Review Technique) date/requirements
- Ability to create reports from data researched on internet, at Managers' request
- Coordinate approval of samples with photography studio
- Contact suppliers as needed
- Special projects designated by team members
- Work with Design to route artwork to internal and external partners for approval
- Orders and tracks incoming samples requested by Public Relations and Marketing teams, TOPS
- Communicates and collaborates schedules for Sr
- Assistance with suppliers' requests and scheduling visits

## Qualifications for sourcing coordinator

- Exceptional organization skills required the ability to proactively self prioritize workflow to ensure deadlines are met in a fast paced, dynamic environment
- Ability to learn new order management systems
- Providing accurate reporting of current delivery picture to Sourcing Managers
- You will also be involved in vendor on-boarding

as to not impact delivery

- Accurate data entry of factory set up in PTMU