



# Example of Sourcing Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of sourcing coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for sourcing coordinator

- Focus on Quality Assurance to help analyze multiple reports to ensure WSI standards
- NAC – creating new articles and getting them approved by Global BU
- CAD creation and follow up on Cad approval or changes with Sales
- Creating and updating Line Sheets
- Article Tracking –compiling a condensed report of all seasonal articles and the status thereof for Sourcing Manager to track
- Supplier Liaison – sending and receiving of all Sample, Lab dips, Strike offs
- Tracking Local articles with Suppliers ITO progress and deliveries
- Liaising with Global BU's on current product requirements and approvals
- Sourcing and tracking of Graphic prints from Global and other BU's and adapting them for the Local market
- Overseeing special Projects or Promo articles by liaising with all relevant players such as Sport Marketing

## Qualifications for sourcing coordinator

- MS Office (Excel/Acess)
- CAD capabilities (AI/Photoshop)
- Steer projects independently
- 2 -3 years Design or Buying experience in Retail Industry
- Fashion Design Diploma

meeting the project's commitments to the end customer and internal customers