

Job Profile: Senior Production Coordinator	Reports to: Head of Sourcing
Role: To coordinate the production process, from initial concept through to bulk delivery and be responsible for the seasonal order placement of the Accessories collection.	
Key Accountabilities & Responsibilities: <ul style="list-style-type: none"> • Manage the life cycle of product purchasing from SMS through to bulk delivery. • Execute and manage production process to ensure adherence to critical path timings, running with maximum efficiency and effective communication • Process the bulk buy and distribute to all vendors • Ensure all bulk raw materials are delivered to vendors on time • Work closely with the Product Development team to ensure production samples and bulk approvals are processed in line with the critical path • General admin relating to item creation and product information required by internal teams • Support on bulk price negotiation • Ensure all orders are collected by freight forwarder and shipped on the agreed dates, in the most cost-effective method possible. • Process all bulk invoices on company system for Line Manager approval • Chair a weekly delivery status meeting with internal teams • Regular analysis of factory performance to ensure standards are consistently improved. • Working with Merchandising and Development teams to ensure a constant and successful flow of communication • Work with Development team and quality control partners to ensure product standards are maintained and stock is delivered on time 	Performance Indicators: <ul style="list-style-type: none"> • Executes and manages bulk critical path and the importance of adhering to deadlines • Bulk Cost price negotiations to sustain/improve margin • Understanding of product cycle and its role within a rapidly expanding business

Competencies:

- A sense of urgency and the confidence to handle a variety of challenges
- Ability to learn quickly and thoroughly while continually recognising and adapting to changing conditions
- Decision making, focused on implementing practical, timely solutions
- An influential leadership style that is goal orientated, which motivates, coaches and engages others in an enthusiastic way
- Strong communication skills

Knowledge, Skills and Experience:

- Experience in Production, ideally with good knowledge of leather
- Commercial acumen, budget management and good analytical skills with the ability to apply sound judgment to business issues
- Sound computer skills, particularly in Excel, Word and PowerPoint