



Position Title: Vendor Coordinator

Reports To: Production Manager

Job Summary:

Are you pleasantly persistent with an eye for detail and a secret love for Excel pivot tables? Well, you just might have found your new career!

LAT Apparel is a growing apparel company in Ball Ground, GA and the production planning department is expanding our team with an intermediate level opportunity. This position is perfect for an enthusiastic, task-oriented individual who will keep our work in process flowing smoothly and timely.

Responsibilities

- In one word: **Follow-up!**
- Issuing production based on direction from executive team.
- Monitoring overseas product work in process to ensure workflow is moving and balanced while ensuring on-time delivery of product.
- Reviewing inventory and sales reporting to determine changes in product demands.
- Did we mention follow-up? The squeaky wheel gets the grease!
- A lot of data entry, analysis, reviewing and reconciling Excel work in process reports, packing lists, invoices and other files to match/update what we have in our ERP/WMS system.
- Assisting customer service and sales to expedite work in process to fill customer orders.
- Consistent email communication and follow up with overseas factory to ensure timely production processes. (There is that word again!)

Requirements and Qualifications

- Strong/advanced user of Microsoft Excel – Pivot tables and VLOOKUP are your friends!
- Experienced with Outlook and email communication as a primary means for getting your point across.
- A systematic way for organizing and approaching tasks. Whether it's using Outlook calendar/task lists, a new online app or an old school notebook, having a system that leads to superior time management and works for you is key!
- Previous experience quickly retrieving, manipulating, analyzing and interpreting data. This could be work or school experience, but comfort working in a fast-paced environment is crucial!
- The ability to engage in English verbal and written communications that are direct, concise, clear, relevant and delivered in an appropriate manner.
- Skills such as active listening, reliability and respectfulness are essential as you will be engaged in daily teamwork to further the success of the whole department and company. They'll be willing and ready to help you too!
- If you have foreign language skills or previous experience in apparel, procurement, customer service or manufacturing, let us know!

- Most importantly – A can-do attitude and the willingness to learn new things while also contributing to the betterment of our processes and procedures. Plus, good follow-up skills!

Compensation, Hours & Physical Job Requirements

Our Vendor Coordinator is an in-office position Monday – Friday 8am – 5pm. We have a beautiful office built in 2016. We believe in a work/life balance and when you clock out at 5pm you are not to check your email or even think about work until 8am the next day.

Starting compensation for this position is between \$14 and \$18 per hour depending on experience. In addition, LAT Apparel offers medical, dental, vision, 401K matching and discounted super stylish merchandise for the whole family including the dog! Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. On rare occasions there may be a need to move or lift light articles. Responsibilities associated with this position will change from time to time according with the Company's business needs.

Next Steps

This is by no means a full, comprehensive list of job duties and responsibilities. If you think this might be the right fit for you, send us your resume and a cover letter telling us how awesome you are! We can then plan a chat where you can learn more about the company, team and job, and we can learn more about you.