

Position Title:                    **Production Coordinator - Calgary, AB**

Wage:                                **\$18-\$21 / hour** - commensurate with previous experience.

Start Date:                        As soon as a person with the right “character fit” and skill-set is found.

Do you have basic to intermediate experience in an apparel and/or costuming production environment?

Have you been known to take initiative, with strong time-management skills?

Do you communicate accountably, consistently - taking responsibility for your actions?

Are you self-directed and work well independently, yet able to supervise others in a team-based culture?

Are you an organized person with with a natural attention to a vast range of details, and still have a creative side?

Position Summary:

The Production Coordinator is a leadership position, accountable to the Operations Coordinator and Company Owner, and is **primarily responsible for the “Backstage” Production arm of Bolli Imports**. This role **ensures all elements of Production operate in a confidential, effective, and efficient manner**.

The Production Coordinator role will evolve with the qualifications of the successful candidate. In addition to ensuring basic technical skills are conducted appropriately, this role will also support those tasks through other forms of coordination including: scheduling staff and production deadlines, keeping on top of materials, creating and maintaining necessary documentation / systems, the leading and supervision of current staff and participating in collaborations with the Operations Coordinator, the Company Owner, and any other service outlets, consultants or vendors when and as necessary.

Key Competencies:

NOTE: This can be a physical position, in addition to being one that requires intelligence and skill. The role requires everything from cutting in a bent forward position intermittently, to sitting at a machine for a number of hours, to the ability to move rolls of fabric, either independently or with the assistance of another employee (up to 50 lbs).

The Production Coordinator needs to have the **initiative**, and **time-management skills** to demonstrate a **self-directed work ethic**, capable of seeing that all tasks as listed below, are accomplished in a timely and effective manner. Under the direction and guidance of the Operations Coordinator and the Company Owner and in compliance with developed operational policies and/or procedures the Production Coordinator will be responsible for the following:

**Intermediate Skills**

- Assembly of company designed products using proprietary patterns
- Experience with basic pattern drafting & making necessary adjustments as required
- Able to move back and forth from repetitive tasks to a more creative focus seamlessly
- Responsible with training for the tracking & ordering production materials for company
- Staff Scheduling/Hiring/Coordinating/Training
- Tallying Payroll Hours incl. Time Tracking and Reporting (Implementing/drafting/generating data)
- Implementing, maintaining, and updating new or current Production systems
- Forecasting and scheduling production

**Base Level Skills**

- Simple math skills
- Punctuality / Consistency to a full-time (35-40hrs per week) schedule
- Operation of Basic Industrial Machines: Sewing Machines, Vacuum Cleaner, Electric Cutters
- Proficiency with Basic Apparel Construction Techniques
- Use of hand-held Equipment / Tools
- Experience handling of a variety of Fabrics, Notions
- Cutting primarily of "faux fur" fabrics using patterns
- Inventory count of goods that are produced in-house
- Drivers License an Asset

NOTE: Pending the skills, experience and availability of the successful candidate, it MAY be discussed whether this role will also be responsible for any online orders via website(s) & Customer interaction via email.

If this is you, we would like to hear from you!!!

Please forward your Resume and a Cover Letter to :

Skye Haddow  
Operations Coordinator  
Bolli Imports Inc.  
[skye.ehaddow@gmail.com](mailto:skye.ehaddow@gmail.com)