Production Coordinator (Bolingbrook, IL)

Compensation: **Base Salary**

Location: Bolingbrook, IL
Employee Type: Full Time
Industry: Promotional & Consumer Products
Job Type: Production Coordinator
Education: 4 Year Degree

Company Background

Toddy Gear, Inc. manufactures fun and fashionable tech accessories for portable electronic devices such as an iPad, iPhone, or laptop computer. Our products are sold primarily through the promotional product industry where we customize our items to showcase some of the most well-known brands in the world. Toddy Gear also sells its items through various web based and "brick and mortar" retail channels globally.

We are looking for a motivated, detail orientated candidate who can multi-task in a fast-paced, deadline driven work environment. Toddy Gear prides itself on a healthy, fun culture which is the foundation of who we are. As such, an applicant's personality and chemistry are important qualities for a successful candidate to join our team.

Essential Duties and Responsibilities

- Order Management: Convert customer orders into manufacturer orders to be produced in one of our three manufacturing locations.
- Accurately schedule production of orders in one of our three manufacturing facilities globally while maintaining knowledge as to each locations capacity and ability to produce specific items.
- Work both internally and with clients to obtain all required information to ensure that orders are produced accurately and to the customers specifications.
- Communicate internally with our Customer Service and Sales Team to ensure all required production specifications are received prior to the production of each order.
- Work directly with our vendors to order and receive materials needed to complete production orders.
- Communicate with other factory locations to ensure orders are being shipped correctly, and by the deadlines communicated.
- Update internal system with necessary tracking information to allow immediate access to internal customer support.

- Gain an in-depth knowledge of the company, its products offered, overall capabilities and services.
- Actively manage and facilitate between production and customer service any needed action regarding order disputes or returns to achieve timely and satisfactory resolutions
- Work with management to continuously improve all available tools and processes
- Actively participate in a “team” environment

Requirements

- College Degree Preferred
- At least 2 to 3 years of data entry or sales support
- Prior demonstration of a high level of organizational skills
- Excellent communication skills
- Must be able to multi-task and maintain a high level of attention to detail.
- Must have a strong commitment to company values and the ability to work in a team and sales driven environment.
- Proficient in all facets of Microsoft Office Suite

For more information, please contact:

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