



## **POSITION OPPORTUNITY**

If you are interested in applying for the following position, or would like more information, please contact Human Resources.

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**POSITION:** FABRIC COORDINATOR  
**LOCATION:** AHRENS STREET FACILITY  
**HOURS OF WORK:** MONDAY - FRIDAY (40 HRS/WK)

### **RESPONSIBILITIES:**

- Receives and records fabric into the binder and computer for accurate tracking and linking to the sales order.
- Cross Reference Allocations for yardage against fabric received.
- Inform team leader when fabric received is less than allocations.
- Transports cut fabric to sewing and hands out work with proper thread colour, following priority list.
- Take direction from supervisor when priority changes.
- Tracks fabric usage and ensure proper quantities are available for production.
- Includes follow up with customer service as needed.
- Hands in all cutting paperwork to the office to update inventories (cycle counts)
- Updates spreadsheet when unable to link fabric with the sales order.
- Keep updated thread colours on Excel spreadsheet.
- Complete cycle counts on fabric and leather as required.
- Runs reports for sewing and cutting.
- Performs all responsibilities/services in accordance with company Quality Assurance Procedures.

### **QUALIFICATIONS:**

- Grade 12 Diploma or equivalent experience.
- Computer experience, some Excel.