

Production Coordinator

Kalon Studios is seeking a Los Angeles-based Production Coordinator to join our studio. This role will be responsible for coordinating and overseeing the design to production process including product research and development. As the primary contact with vendors you will be responsible for ensuring deadlines and design objectives are met as well as responsible for working with vendors on inventory logistics and adherence to standards and practices. The ideal candidate is meticulous and detail oriented, with excellent organizational skills and an ability to multi-task. As a key member of the team, your role is integral to our passionate and growing studio.

Responsibilities

- Support the directors in all tasks throughout design to production process
- Maintain the schedule for product development and all associated tasks
- Act as the primary studio contact with vendors
- Place purchase orders for stock, custom pieces and components, as well as parts for returns and exchanges, product labeling, and printed collateral
- Act as point person for quotes and drawings for custom work
- Oversee production process to ensure that lead-times are kept at a minimum
- Work seamlessly with the customer care team on production related delays and issues
- Work with vendors to facilitate resolutions for production related issues
- Maintain accurate inventory counts including weekly audits with vendors
- Maintain the Kalon Product Bible to ensure specs are accurate and consistent across all platforms (internal and shared)
- Maintain pricing spreadsheets for products and parts, ensure part pricing is correct in studio software and that history of quotes are archived
- Receive and record vendor and contractor/vendor invoices, ensure receipt of credits when necessary
- Take ownership of growth opportunities within production including researching, sourcing and quoting vendors, materials and processes
- Identifying product improvements and minimize/eliminate defects / damages
- Spearhead options for ongoing challenges

Qualifications

- An extreme attention to detail and accuracy
- Meticulously organized
- Proficiency in CAD or Illustrator
- Background in hard goods production, product development or related field
- Familiarity with various fabrication processes including woodworking, metalworking, etc.
- High degree of initiative and ownership
- Excellent time management skills
- Self-motivated with a strong work ethic
- A passion for design

Please respond with the following to careers@kalonstudios.com

Resume

Cover letter

Two professional references

Date you can start