

# Job Description

**Job Title: Leather Bags & Wallets Coordinator**

**Department: Production / Merchandising / Operations at Stichwell Exports Pvt. Ltd.**

**Location: Kasba, Kolkata**

**Reports To: Production Manager / Merchandising Head**

**Salary: 25k – 30k as per Efficiency & Experience**

## Key Responsibilities

### 1. Order & Production Coordination

- Coordinate with merchandising team to receive confirmed orders and buyer specifications
- Prepare Time & Action (T&A) calendars for each order
- Follow up with sampling and production teams for timely development and bulk production
- Track daily production status and update management

### 2. Sampling Follow-up

- Coordinate proto, fit, and pre-production samples
- Ensure sample approvals from buyers before bulk production
- Maintain sample records and documentation

### 3. Factory & Line Coordination

- Liaise with cutting, stitching, finishing, and packing departments
- Ensure required materials, trims, and accessories are available before production starts
- Monitor production bottlenecks and escalate issues

### 4. Material & Accessories Tracking

- Coordinate with purchase/store for leather, lining, fittings, zippers, logos, etc.
- Track inward and consumption of materials
- Avoid shortages that may delay production

### 5. Quality Coordination

- Work with QC team to ensure inline and final inspection
- Follow up on quality issues and ensure corrective actions
- Ensure buyer quality standards are met

### 6. Reporting & Documentation

- Maintain order files, tech packs, approvals, and production reports
- Share daily/weekly production status reports
- Maintain dispatch and shipment records

### 7. Dispatch & Delivery Coordination

- Coordinate with finishing and packing teams to meet shipment dates
- Ensure proper labelling, tagging, and carton marking
- Support logistics team for timely dispatch

## Required Skills & Qualifications

- ✓ Knowledge of leather bags & wallet manufacturing processes
- ✓ Understanding of materials like leather, lining, fittings, hardware
- ✓ Basic knowledge of production planning and T&A calendars
- ✓ Good communication and coordination skills

- ✓ Ability to work under deadlines
- ✓ Computer knowledge (Excel, email, ERP if available)

## **Experience Required**

- 2–5 years in leather goods manufacturing / export house coordination role

## **Key Competencies**

- Strong follow-up skills
- Problem-solving attitude
- Attention to detail

## **Contact**

Please send your CV at: [mejoy@stichwell.com](mailto:mejoy@stichwell.com)