



Production Coordinator (18 Month Maternity Cover)

The Company:

Founded in 2003, JRC London specialises in textile services – from print design through to bulk production – for garment manufacturers and retailers in the UK, Europe, and the US. Supplying trend-setting commercial prints and a comprehensive range of plains and fancies produced in Turkey, Sri Lanka, India and China, we also offer responsible fabric solutions and have a vast range of recycled and sustainable fabric options. Working closely alongside clients from an array of online and high street brands, JRC upholds a strong focus on combining creative design with efficient, high quality production. JRC London is GRS, BCI, and GOTS accredited.

The Role:

We now have a vacancy for a full time Production Coordinator at our London office on an 18 month maternity cover contract.

- Team management and overseeing of Production Department
- Assisting the Managing Director where required
- Regular production meetings with the team and with suppliers
- Ensuring and maintaining delivery of high quality service levels
- Critical path enforcement and management
- Overseeing incoming and outgoing Production submissions
- Close liaison with mills and customers
- Order raising to suppliers
- Overseeing any order amendments and relaying to the mill accordingly
- Coordination of shipping schedules and liaison with freight forwarders
- Maintenance of supplier and customer Production Trackers

The Ideal Candidate:

- A minimum of 5 years working experience in a similar role within fashion textiles
- A clear understanding of the Textile Production process
- Experience of managing a team
- Experience of Critical Path Management
- Experience reviewing and preparing production submits
- A commercial eye where colour match and detail are concerned
- Able to work well under pressure and comfortable working in a fast paced office
- Comfortable with a demanding email inbox
- Confident and proactive approach to workload and tasks
- Excellent multi-tasker
- Able to tackle problems with a calm and pragmatic approach
- Impeccable attention to detail
- Competent with Microsoft Office Suite (Outlook, Word, Excel)
- Strong written and verbal communication skills

How to Apply:

Please send your covering letter, CV, salary expectations and availability to Jodie@jrclondon.com. Please note only successful applicants will be contacted.