

**Temp Depot Inc**  
**At Fortune Fashion**  
**4615 Alcoa Ave - Vernon, Ca 90058**

**Account Coordinator**

**Salary \$15-\$17**

We are searching for an account coordinator from a manufacturing environment for a great opportunity with a silk-screen embellishment manufacturer. This position needs to find a candidate with at least 4 years experience working in an environment where they had the responsibility of coordinating all daily activities for the success of the order by making sure all compliance issues for large retailers are addressed prior to production. Attention to detail and strong organizational skills needed for this job as well as the ability to be proactive.

**Responsibilities**

- Coordinates all compliance issues prior to production for multiple retailers
- Manages by planning, reporting and tracking inventory, production and delivery schedules
- Reviews document pertaining to import containers
- Daily review compliance regulations to ensure changes have been implemented into paperwork
- Follows up with customers and sales team to ensure problems have been addressed
- Priorities as needed, schedules to accommodate customers requests
- Coordinates with production manager and updates production time-line and WIP Calendar

**Qualifications**

- Has worked with multiple clients in an environment where a great deal of coordinating and planning was done daily.
- Coordinated, ordered and verified customers orders and request effectively.
- Handled clients requests and changes a timely fashion
- Experience working with a large inventory.
- Has effectively communicated daily via emails with vendors and other company departments
- Coordinated importing and shipping activities.
- Oversee all updating of WIP and production time lines
- Has worked under pressure
- Can be detailed and highly organized

**TO APPLY CALL 'KATHLEEN'**  
**(323) 581-8525**



**When applying for this position, please reference the**  
**Arbor/East Los Angeles Employment & Business Center**  
**5301 Whittier Blvd. - Los Angeles, CA 90022**



**Fortune Fashion is an Equal Opportunity Employer-M/F/V/D**

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