

# ATELIERS LONDON

## **Production Coordinator**

West London

Ateliers London is a leading British designer and manufacturer, specialising in luxury upholstery and bespoke furniture for some of the world's leading interior design professionals, spanning high end residential, hospitality, superyacht and International luxury sectors.

Based in West London, our manufacturing facilities are home to an experienced team of skilled craftspeople and technical designers, combining traditional craftsmanship and an enviable knowledge of furniture. With over two decades of successfully producing high quality one-off items to large scale FF&E overseas projects, our team combine passion, transparency and a collaborative approach to deliver the finest in custom made furniture.

Based in London, our offices, showrooms and production facilities are home to a team of over 40 of skilled craftsmen and technical designers, working in a variety of luxurious bespoke materials. Combining traditional craftsmanship, modern techniques and an enviable knowledge of furniture, we deliver the finest in custom made furniture.

## **The Role**

Due to the growth of the business, we are seeking a highly experienced hands-on Production coordinator to join our fast paced and friendly team.

Working on an exciting mix of bespoke furniture projects, you will be involved in a variety of duties including, planning production schedules, monitoring the production processes, procurement, manufacturing administration, whilst liaising with the production team and external suppliers.

With a strong work ethic, excellent organisational skills and ideally a background in high-end furniture construction, you will efficiently manage resources and have a clear understanding of materials and technical drawings.

Knowledge and experience of Procurement, planning and Furniture manufacturing is required.

Reports to: Commercial Director

## **Key Responsibilities and Duties**

- Ensuring sales order procurement is completed and monitored through to deliverance to the Workshop handover in a timely manner.
- Selecting, sourcing and coordinating products and components as part of the order cycle.
- Prepare and manage Sales Order cost sheets., ensuring details are complete and up to date.
- Arranging and tracking samples.
- Analyse project costs with the OM for best effective procurement.

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15 Gorst Road | Park Royal | London | NW10 6LA T +44(0)20 8159 3750 | [info@atelierslondon.com](mailto:info@atelierslondon.com)  
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- Manage all aspects of logistics/shipping of procured items and samples.
- Operating and updating the ERP system.
- Liaising with Sales and Production to ensure clear and completed sales handover details are submitted for manufacturing.
- Liaise with key suppliers ensuring samples and supplier details are regularly updated.
- Responsible for the overall management and control of sales order procurement and handover packs to the Workshops.
- Analysing sales orders to determine the most appropriate manufacturers to use, whilst researching and recommending new companies or products.
- Assisting sales with problems and provide technical advice where necessary.
- Being proactive in the planning of work to ensure all avoidable problems are avoided.
- Controlling the procurement of goods ensuring sales and the Workshop manager are kept updated of any changes.
- Working with Sales and Production teams for planning and scheduling.
- Workflow analysis and improvement.
- Hands-on approach to all aspects of the role.
- Implementation of good housekeeping.

### **Skills & Experience**

- Exceptional organisational skills with the ability to manage and provide support where required.
- Demonstrate detailed knowledge and experience of bespoke upholstery and luxury furniture production.
- Knowledge of manufacturing is desirable.
- excellent communicator, with a high level of numeracy and literacy in English.
- excellent time keeping and ability to meet deadlines.
- ability to work under pressure both individually and as part of a team.
- Demonstrate a desire for self-improvement and enthusiasm to learn new skills.
- Ability to interpret and work from technical drawings.
- Ability to work on a variety of projects simultaneously.

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