Promo Gear is a Brisbane based specialist supplier of promotional marketing merchandise, corporate gifts, uniforms, workwear and PPE. We work with some of Australia’s largest private and public companies as well as commonwealth, State and Local governments. Promo Gear is renowned for our professional, high-quality service levels via offerings of customised solutions to fulfill our clients’ requirements.

We are currently seeking a professional and experienced Production Co-ordinator to underpin and strengthen our relationships with existing supply chain. Your duties will include (but are not limited to) raising purchase orders with manufacturers and decorators, checking internal artwork approvals, following up and communicating with supply chain, co-ordinating production timelines incorporating national and international transit times, quality control checks of the end product, cross referencing data to balance projected costs and quoted values as well as data entry.

We are a fast paced, collaborative, creative industry who live on deadlines!! Our team requires someone with high energy, hardworking, a strong work ethic and must be a self-motivated individual who can handle the pressure, and role with the punches. Our office prides ourselves of not adding unnecessary stress to an already high-pressure industry. Whilst we need to achieve premium results, we are a supportive, understanding, and open group who make the most of our hard-working days with a positive attitude and a laugh.

We are a small team who achieve big results. We come from all walks of life but have great relationships. We all have a fun (but unique) sense of humour and do not take jokes too seriously. The need to fit into our team seamlessly with positivity is just as important as the need to perform the role to a high standard.

Ideally you should have experience within the promotional industry. If not, a strong knowledge of the promotional industry or garment manufacturing industry may be acceptable.

Other must haves:

* Experience in coordination of production schedules and process driven procedures.
* Understanding of branding / product decoration methods as well as using Adobe Illustrator.
* Strong communication skills both verbal and written,
* Strong computer skills
* Strong organisational skills
* Physically fit.
* Willingness to learn
* Not afraid to get your hands dirty when required.
* Positive, happy, fun, and energetic with a sense of humour.

Hours are flexible, renumeration will be dependent on experience and skill set. Expected salary approx. $50-$55k +super