

## Phoenix Industries: Product Coordinator

Imagine what **YOU** could do here! At Phoenix, great ideas have a way of becoming great products, services, and customer experiences very quickly. Bring passion and dedication to your job and there's no telling what you could accomplish.

### Company Profile:



@phoenix\_industries\_



@phoenix\_industries.



@PhoenixindustriesLtd



@PhoenixIndustriesSL



@Phoenix Industries



www.phoenix.lk

### The role

The Product Coordinator is essential for ensuring our products are produced smoothly and efficiently. This role involves coordinating and supporting various product-related tasks across different departments, making versatility a key requirement. The Product Coordinator holds an officer-level designation.

### Key Responsibilities

#### 1. Product Management:

- Create and maintain comprehensive product master lists.
- Develop and update product specification sheets, ensuring accuracy and completeness.
- Monitor and oversee product production to ensure it aligns with spec sheet requirements, including colors, packaging, and labeling.

#### 2. Collaboration with OPS Team:

- Maintain frequent communication with the OPS team to provide support for new product production, addressing any issues or discrepancies that may arise.

#### 3. Logistics and Design Support:

- Assist the Design department by coordinating logistics for product photoshoots.
- Liaise with the factory to ensure timely sample creation and shipment for photoshoots, tracking progress, and setting dates.

#### 4. Relationship Building:

- Build and nurture strong relationships between the Design team and the OPS team, serving as a key point of contact for both departments.

### Requirements

1. Demonstrated ability to manage administrative tasks efficiently and effectively.
2. Proficiency in Microsoft Office: Especially skilled in Excel and PowerPoint.
3. A fundamental understanding of finance and accounting principles is essential for occasional support.
4. Strong communication skills in both English and Sinhala.
5. Highly organized and capable of independently managing projects from initiation to completion.
6. Willingness to work under pressure and adapt to changing priorities.
7. Proactive and open to proposing innovative ideas for process improvement.
8. Previous work experience is beneficial but not mandatory. Freshers are encouraged to apply.

If interested, please send your resume, and cover letter to [careers@phoenix.lk](mailto:careers@phoenix.lk)

