

# SSALT10 Materials and Components Coordinator

## 1. Job role

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                    |
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| TCF sub-sector                   | <b>Clothing and Footwear Repairs and Alterations</b>                                                                                                                                                                                                                                                                                                                                               |
| Functional area                  | Equipment and Systems Support                                                                                                                                                                                                                                                                                                                                                                      |
| Job role                         | SSALT10 Materials and Components Coordinator                                                                                                                                                                                                                                                                                                                                                       |
| Job role description             | Coordinates procurement, storage and distribution of materials and components used in clothing and footwear repair operations. Responsible for managing inventory of fabrics, threads, zips, soles, heels, adhesives and accessories to support efficient workshop operations. Typically found in medium-sized enterprises.                                                                        |
| Performance expectations         | <ul style="list-style-type: none"> <li>• Maintain adequate stock levels of materials and components</li> <li>• Minimise stock shortages and overstocking</li> <li>• Ensure accurate inventory records</li> <li>• Support workshop efficiency through timely material supply</li> <li>• Maintain organised and safe storage systems</li> <li>• Meet supplier and cost management targets</li> </ul> |
| Specialisation                   | <ul style="list-style-type: none"> <li>• Garment repair materials</li> <li>• Footwear repair components</li> <li>• Specialty fabrics and linings</li> <li>• Adhesives and finishing products</li> <li>• Accessory and hardware components</li> </ul>                                                                                                                                               |
| Application in other TCF sectors | Transferable to apparel manufacturing, leather goods production and footwear production supply roles.                                                                                                                                                                                                                                                                                              |

## 2. Key tasks and critical work functions

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| Key tasks               | <ul style="list-style-type: none"> <li>• Monitor stock levels and usage rates</li> <li>• Order materials and components from approved suppliers</li> <li>• Receive and inspect incoming goods</li> <li>• Organise and label storage areas</li> <li>• Issue materials to workshop staff</li> <li>• Conduct periodic stocktakes</li> <li>• Maintain supplier records and cost data</li> </ul>                                              |
| Critical work functions | <ul style="list-style-type: none"> <li>• Ensuring accurate inventory control</li> <li>• Preventing material wastage</li> <li>• Maintaining safe storage of adhesives and chemicals</li> <li>• Ensuring correct component matching for repairs</li> <li>• Maintaining supplier compliance and quality standards</li> <li>• Supporting uninterrupted workshop workflow</li> <li>• Maintaining cost control and budget awareness</li> </ul> |

### 3. Technical skills

|                               |                                                  |
|-------------------------------|--------------------------------------------------|
| Inventory management systems* | Recording and monitoring stock levels digitally. |
| Procurement processes         | Ordering and supplier liaison procedures.        |
| Materials knowledge           | Understanding garment and footwear components.   |
| Stock organisation techniques | Efficient and safe storage methods.              |
| Basic cost analysis           | Monitoring material cost trends.                 |
| Workplace safety compliance   | Safe handling of adhesives and tools.            |

\*Technical skills identified as emerging skills in TCF industry.

### 4. Generic Skills

|                     |                                               |
|---------------------|-----------------------------------------------|
| Organisation        | Maintain structured storage systems.          |
| Attention to detail | Ensure accurate stock records.                |
| Numeracy            | Monitor quantities and costs accurately.      |
| Communication       | Coordinate with suppliers and workshop staff. |
| Time management     | Ensure timely ordering and replenishment.     |
| Problem solving     | Resolve supply shortages efficiently.         |

### 5. Emerging skills

|                 |                                                                                                                                                                                                                                 |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Emerging skills | <ul style="list-style-type: none"> <li>• Digital inventory systems</li> <li>• Sustainable sourcing of materials</li> <li>• Supplier sustainability assessment</li> <li>• Integrated POS and stock management systems</li> </ul> |
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### 6. VET Qualifications and Skill Sets

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| Entry-level preparation | MSTSS0002 Textiles, Clothing and Footwear Sourcing for Production Skill Set.                                                             |
| Advanced development    | MST31022 Certificate III in Apparel, Fashion and Textiles or equivalent or MST40222 Certificate IV in Apparel and Fashion or equivalent. |

### 7. Job progression

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| Possible job progression | Materials and Components Coordinator → Operations Coordinator → Owner-Operator |
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### 8. Classification

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| Australian Qualifications Framework                | AQF Level 3-4 (enterprise dependent) |
| Australian Bureau of Statistics (ABS) Skill Levels | Skill Level 3 - Clerical / Technical |

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| Open Source Classification of Occupations for Australia (OSCA) | Supply and Distribution Clerk |
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