

CS14 Offshore Production Coordinator

1. Job role

TCF sub-sector	Cross-sector
Functional area	Production Management
Job role	CS14 Offshore Production Coordinator
Job role description	Coordinates offshore manufacturing activities for textile, clothing and footwear products. The role works with international suppliers and manufacturing partners to manage production schedules, product specifications, quality requirements and delivery timelines. The Offshore Production Coordinator ensures production aligns with company standards, supports supplier communication and manages production progress from sampling through bulk manufacturing.
Performance expectations	• Coordinate offshore production schedules with international suppliers • Ensure suppliers understand product specifications and technical requirements • Monitor production progress and shipment timelines • Communicate with suppliers regarding quality, sampling and production updates • Resolve production issues affecting quality, timelines or specifications • Maintain accurate production documentation and tracking systems • Coordinate with sourcing, design and logistics teams • Support compliance with quality, ethical sourcing and regulatory requirements
Specialisation	International apparel and textile production coordination, supplier management, production scheduling and offshore manufacturing supply chain management.
Application in other TCF sectors	• Textile manufacturing supply chain coordination • Footwear and leather goods offshore production management • Technical textile production supply chains • Global sourcing and procurement operations • Other industries managing offshore manufacturing networks

2. Key tasks and critical work functions

Key tasks	• Coordinate production timelines with offshore suppliers • Track sampling, pre-production and bulk manufacturing stages • Review production updates and supplier progress reports
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	• Communicate product specifications and technical requirements • Support quality inspections and product testing processes • Coordinate production documentation and purchase orders • Monitor shipment preparation and logistics coordination • Maintain production tracking systems and reports
Critical work functions	• Ensuring offshore production meets delivery timelines • Maintaining product quality and specification compliance • Coordinating communication between suppliers and internal teams • Monitoring supplier performance and production capability • Managing risks related to production delays or quality issues • Supporting efficient global supply chain operations

3. Technical skills

Production scheduling	Coordinate production timelines across offshore manufacturing partners.
Supplier communication	Communicate technical and production requirements with suppliers.
Product specification management	Ensure suppliers understand technical product requirements.
Production tracking systems	Monitor manufacturing progress using production management tools.
Quality coordination	Support quality inspections and compliance verification.
Supply chain documentation	Manage production records, purchase orders and shipment documentation.
Risk management	Identify potential production or delivery risks.
Compliance awareness	Ensure suppliers follow quality, safety and ethical sourcing standards.

4. Generic Skills

Communication	Coordinate with international suppliers and internal teams.
Organisation	Manage multiple production schedules and documentation.
Problem solving	Address production delays or specification issues.
Cultural awareness	Work effectively across international supplier environments.
Attention to detail	Ensure accuracy of product specifications and documentation.
Time management	Coordinate production timelines and delivery deadlines.

5. Emerging skills

Emerging skills	• Digital supply chain management platforms • Production tracking and supplier collaboration systems • Data-driven supply chain risk monitoring • Supply chain transparency and traceability technologies • Sustainable sourcing and responsible production management
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6. VET Qualifications and Skill Sets

Entry-level preparation	MST50122 Diploma of Apparel, Fashion and Textiles or equivalent
Advanced development	MST60122 Advanced Diploma of Apparel, Fashion and Textiles or equivalent

7. Job progression

Possible job progression	Production Coordinator → Offshore Production Coordinator → Production Manager / Supply Chain Manager
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8. Classification

Australian Qualifications Framework	AQF Level 5-6
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2 - Production / Supply Chain Specialist
Open Source Classification of Occupations for Australia (OSCA)	Offshore Production Coordinator - Manufacturing



Skills Insight is a Jobs and Skills Council funded by the Australian Government Department of Employment and Workplace Relations.