

CS20 Production / Sample Coordinator

1. Job role

TCF sub-sector	Cross sector
Functional area	Production Management
Job role	CS20 Production / Sample Coordinator
Job role description	Coordinates product sampling and production preparation activities across the textile, clothing and footwear supply chain. The role manages sample requests, tracks development stages and ensures product specifications are communicated accurately to manufacturers. The Production / Sample Coordinator works with design, technical and sourcing teams to manage the transition from product development to production.
Performance expectations	• Coordinate product sampling requests with manufacturers • Track progress of development samples and pre-production samples • Ensure product specifications and technical packs are complete • Communicate design updates and production changes to suppliers • Maintain accurate records of samples and production documentation • Support quality and compliance checks during sampling • Coordinate approvals for production-ready samples • Ensure sampling timelines align with product development schedules
Specialisation	Product sampling coordination, production preparation, supplier communication and product development workflow management.
Application in other TCF sectors	• Textile product development and sampling • Footwear and leather goods product development • Technical textile and protective clothing development • Uniform and workwear manufacturing • Other manufacturing sectors managing product sampling and development processes

2. Key tasks and critical work functions

Key tasks	• Coordinate development and production sample requests • Track sampling stages including prototype, fit and pre-production samples • Communicate sample specifications and requirements to suppliers • Review sample submissions and organise internal evaluations
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	• Maintain sample libraries and documentation • Monitor development timelines and sample approvals • Coordinate revisions and updated sample requests • Prepare documentation for production handover
Critical work functions	• Ensuring product samples meet technical and design specifications • Maintaining accurate communication between teams and suppliers • Supporting efficient product development workflows • Preventing delays in production preparation • Maintaining accurate documentation and sample tracking • Ensuring approved samples are ready for production

3. Technical skills

Sample coordination	Manage development and production sample workflows.
Technical pack management	Ensure accurate product specifications are provided to suppliers.
Supplier communication	Coordinate sample requests with manufacturers.
Product specification knowledge	Understand garment, textile or footwear technical requirements.
Sample evaluation support	Assist teams reviewing sample quality and fit.
Production documentation	Maintain accurate development and production records.
Timeline management	Track sampling milestones and deadlines.
Compliance awareness	Ensure sampling processes meet product standards and requirements.

4. Generic Skills

Communication	Coordinate between design, sourcing and supplier teams.
Organisation	Manage multiple samples and development timelines.
Attention to detail	Ensure accuracy of product specifications and documentation.
Problem solving	Address sampling issues or production preparation challenges.
Time management	Maintain development schedules and deadlines.
Team collaboration	Support cross-functional product development teams.

5. Emerging skills

Emerging skills	• Digital product development platforms • 3D sampling and virtual prototyping tools • Digital sample tracking and workflow systems • Sustainable product development practices • Integration of product development and supply chain systems
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6. VET Qualifications and Skill Sets

Entry-level preparation	MST40122 Certificate IV in Textile Design and Technology or equivalent
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Advanced development	MST50122 Diploma of Apparel, Fashion and Textiles or equivalent
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7. Job progression

Possible job progression	Production Assistant → Sample Coordinator → Production Coordinator → Production Manager
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8. Classification

Australian Qualifications Framework	AQF Level 4-6
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2 - Production / Product Development Specialist
Open Source Classification of Occupations for Australia (OSCA)	Production / Sample Coordinator - Manufacturing



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