

SSALT10 Materials and Components Coordinator

Disclaimer

These Occupational Frameworks and Skill Profiles have been developed as workforce planning, occupational mapping and skills reference resources for the Australian textile, clothing and footwear (TCF) industry. They are intended to describe the typical functions, responsibilities, skills and capabilities associated with occupations across the industry.

These documents are not intended to replace or override industrial instruments or employment arrangements, including awards, enterprise agreements, employment contracts, position descriptions, classification structures, licensing or regulatory requirements, or other statutory obligations. Where differences arise, the relevant industrial, legislative or regulatory requirements take precedence. The Skill Profiles should be used as complementary reference documents to support workforce planning, career development, training and skills recognition.

1. Job role

TCF sub-sector	Clothing and Footwear Repairs and Alterations
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	• Maintain adequate stock levels of materials and components. • Minimise stock shortages and overstocking. • Ensure accurate inventory records. • Support workshop efficiency through timely material supply. • Maintain organised and safe storage systems. • Meet supplier and cost management targets.
Specialisation	• Garment repair materials. • Footwear repair components. • Specialty fabrics and linings. • Adhesives and finishing products. • Accessory and hardware components.
Application in other TCF sectors	Transferable to apparel manufacturing, leather goods production and footwear production supply roles.

2. Key tasks and critical work functions

Key tasks	• Monitor stock levels and usage rates. • Order materials and components from approved suppliers. • Receive and inspect incoming goods. • Organise and label storage areas. • Issue materials to workshop staff. • Conduct periodic stocktakes. • Maintain supplier records and cost data.
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Critical work functions	• Ensuring accurate inventory control. • Preventing material wastage. • Maintaining safe storage of adhesives and chemicals. • Ensuring correct component matching for repairs. • Maintaining supplier compliance and quality standards. • Supporting uninterrupted workshop workflow. • Maintaining cost control and budget awareness.
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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	• Digital inventory systems. • Sustainable sourcing of materials. • Supplier sustainability assessment. • Integrated POS and stock management systems.
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6. VET Qualifications and Skill Sets

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

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

Australian Qualifications Framework	AQF Level 2-3.
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 3.
Open Source Classification of Occupations for Australia (OSCA)	399434 - Garment Technician.



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