

SUPERPLASTIC

NOW HIRING: Product Coordinator

LOCATION

Burlington, VT

REPORTING TO

Senior Vice President, Product

POSITION OVERVIEW

As Product Coordinator, you will be responsible for coordinating and overseeing various aspects of the Toy, Apparel, and Accessory product life cycle, ensuring product calendar execution, and fostering effective communication across design, development, production, and other cross-functional teams. The ideal candidate is a proactive collaborator with a passion for details and organization.

KEY RESPONSIBILITIES

- Use tracking tools (Asana and Excel) to provide cross-functional visibility of all inline and special make-up (SMU) product projects and their status.
- Ensure time/action timelines are met for all merch categories: Toys, Apparel, and Accessories.
- Track and report on project milestones and progress, providing routine and daily status reports to team members, as well as cross-functional team members when appropriate
- Facilitates product requests from other departments, enters into tracking tool, and follows up with internal team on routing/approvals as needed
- Create KPI tools with Design, Development, Production, and Merch team members.
- Assist in preparation for meetings.
- Assist in managing Product department budgets.
- Assist in organizing and shipping samples.
- Assist with correspondence between other departments and the product team.
- Supports development of GTM Calendar.
- Merch selling data analysis support.
- Collaborate with department leads to allocate resources, including human resources, tools, and assets, to meet project requirements.
- Contribute to process optimization by identifying areas for improvement within project coordination and cross-functional workflows.
- Manage a dedicated physical space that houses our material resource Superplastic library.

- Assist in merchandising functions such as lineplan documentation updates and style master logic creation.

QUALIFICATIONS

- Bachelor's degree in Business, Project Management, Product Development, Apparel/Product Production, or a related field.
- Experience with apparel/accessory manufacturing or retail is required.
- Proven experience in project coordination or related roles.
- Proficient in project management tools, such as Asana.
- Proficient in Microsoft Excel.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Analytical mindset with a focus on data-driven decision-making.
- Budget management experience is a plus.

Email resume and cover letter to jobs@superplastic.co

ABOUT SUPERPLASTIC

Superplastic is a Vermont-based character design studio that creates animated celebrities with millions of followers worldwide, and who appear in social media, music, gaming, high-end collectibles, fashion, animated entertainment, web3, and live experiences. The company sells tens of millions of dollars in real and virtual products annually and has collaborated with Gucci, Fortnite, Mercedes-Benz, Tommy Hilfiger, Christie's Auction House, J. Balvin, Kidsuper, Pusha-T, Paris Hilton, The Weekend, Vince Staples, Rico Nasty, and more.

[Superplastic](#) is an equal-opportunity employer. Superplastic is committed to diversity, equity, and inclusion; we are passionate about building and sustaining an inclusive and equitable workplace.