

*After reading the job description, if you feel you are a great fit, we'd love to hear from you!  
Please email your resume, your desired rate, and a bit about yourself to  
[Steff.zorner@dqpb.com](mailto:Steff.zorner@dqpb.com).*

## Freelance Sample Coordinator

- **About:** Splendid seeks a sample coordinator to help the team get organized and prepare for creative production! We're looking for an optimistic team member to join our team of talented individuals that are passionate about our brand and what we do.
- **Schedule:** 5 days a week full time (open to 3-4 days a week if part-time is preferred). Hybrid schedule with most days in office in DTLA.
- **Responsibilities:**
  - Packing for shoots
  - Unpacking from shoots
  - Checking in samples on VPI
  - Packing and sending influencer gifting
  - Prepare for style outs
  - Organizing cages and creating a library/organizational system for all styling and samples
  - Pulling samples for all project request
  - Packaging shipments and working with facilities to send
  - Barcoding/tagging samples
  - Hanging samples
  - Ordering samples
  - Downloading images from dropbox
  - Renaming files
  - Updating google docs with samples/styling pieces
  - Additional tasks as need to support the team's workflow
- **Skillset:**
  - Self-management of tasks
  - Strong time management / project skills
  - Positive attitude
  - Ability to use google docs / excel / email seamlessly as part of workflow
- **Requirement:**
  - Drives a car
  - Proximity to downtown Los Angeles
  - Able to carry 25 lbs and move racks, carts, etc.