

# Customization Coordinator

**Reports to: Customization Manager**

**Employment Status: Full-Time, Onsite / Hybrid**

## Summary

Holderness & Bourne, a fast-growing premium men's golf apparel brand, is seeking a Customization Coordinator to fill a full-time position at its headquarters in Armonk, NY. This person will assist in the development of custom logo designs to be applied through a variety of processes including embroidery, screen print, heat transfer, and debossing. The ideal candidate will combine a creative eye with a strong work ethic and attention to detail.

Full training will be provided on a range of software applications used to prepare logo coloration proofs for orders for our clients in the club, resort, and corporate sectors. The Coordinator will also manage new logo artwork development, coordination of stitch out approvals, managing the logo library files for all accounts, and communicating with both internal and external partners.

## Duties & Responsibilities

- Coordinate logo development, including setup, sizing, and approval of new logo files
- Use company software to create color coordinated versions of existing logos
- Communicate with H&B sales professionals regarding logo and order instructions
- Communicate with H&B operations professionals regarding order details
- Oversee pipeline of custom orders and provide status reports on a regular basis
- Maintain customer files and approval processes on all logo developments and orders
- Deliver prompt and professional customer service to both internal and external partners
- Assist with other customization related tasks as necessary

## Required Skills & Experience

- Strong computer skills and comfort learning new applications
- Excellent attention to detail and organizational skills
- Proficiency in Adobe Photoshop/Illustrator preferred but not required
- Art, design, and/or coloration experience preferred but not required
- Ability to work independently following established guidelines and work processes
- Good interpersonal skills, with the ability to work effectively with others
- Ability to organize and manage time effectively under strict time deadlines
- Ability to manage multiple tasks in an organized and efficient manner
- Strong written/verbal communication skills

## Salaries & Benefits

Competitive annual salary ranging from \$55 - \$60K based on experience.

The successful candidate will enjoy a compelling overall compensation package including base salary, potential for additional performance-based compensation, 401K, full medical / dental / vision insurance, product discounts, and other benefits.

#### Location / Travel Requirements

This position will be based at our headquarters at 12 Labriola Court, in Armonk, New York with significant flexibility to work from home as life requires.

Interested candidates can apply by sending a resume and cover letter to [careers@hbgolf.com](mailto:careers@hbgolf.com).