



JOB DESCRIPTION

PRODUCTION COORDINATION MANAGER

LONG ISLAND CITY / NY

April 2026

JOUFFRE INC.

Jouffre Inc. is a French company, based in Long Island City (NY), specializing in the most high-end upholstery and window treatment. The Jouffre workshops were created in 1987 in Lyon (France), a city with a great textile tradition. Our craftsmen and teams in New York, Lyon, and Rabat work for the most talented interior designers in the world on private residences, hotels and administration projects.

Working at Jouffre means striving on a daily basis to bring the traditional savoir-faire of our teams to life by developing the bold creations of talented international designers. Our organization is very invested in the personal development of our employees, and we value initiative, responsibility, autonomy and commitment!

Role Overview :

Working closely with Project Managers, Design Team, Workshop teams and Suppliers, you oversee the successful execution of client orders from the initial custom pricing process and project scoping (structuring) phase through to final closeout. As a key link between the design office, partners, and production, you lead team coordination by managing and facilitating exchanges between the various stakeholders while also handling direct project coordination responsibilities. You are comfortable working in both matrix and project-based environments, ensuring smooth and structured cross-functional collaboration throughout the full order lifecycle. Your role is to guarantee consistency, efficiency, and collective effectiveness at every stage of the project.

Responsibilities & Duties :

Leadership & Team Management

- Promote matrix and project-based working methods to ensure consistency and operational flow
- Ensure proper information flow and reporting between trade and purchasing coordinators (processes, reporting) and the design office
- Coordinate effectively across production, procurement, logistics, and the design office — particularly through the Odoo ERP system and project review meetings
- Identify areas of uncertainty or risk (technical, scheduling, budget) and drive necessary decisions: continuous improvement, process optimization
- Lead the coordinators team: 3 to 6 people
- Conduct individual team reviews in line with Jouffre's management framework (1-on-1s, annual performance reviews, mid-year check-ins)

- Provide monthly reporting to the Senior Management covering team performance, activity, processes, and forward outlook

Project Coordination

- Structure projects from intake by assembling the right team, defining roles, and setting clear foundations for execution
- Lead the development and consolidation of project costing, coordinating internal inputs across all internal teams
- Handle the procurement process of custom pieces and parts from our vendors.
- Build and manage project timelines, ensuring coordination across design, procurement, and production, and supporting the Project Manager in maintaining deadlines
- Prepare and oversee key project documentation (specification sheets, approvals, administrative documents), ensuring smooth validation and readiness for execution
- Anticipate, coordinate, and track all materials, components, and orders to ensure full readiness for production and alignment with the project schedule
- Ensure effective project setup and launch in the ERP (Odoo), and align all stakeholders (design, production, procurement, logistics) throughout the lifecycle
- Coordinate production readiness and short-term planning ensuring seamless transition into manufacturing
- Oversee vendor and subcontractor engagement, including order placement and relationship management
- Ensure that installation plans are properly defined, coordinated, and executed, in collaboration with the relevant stakeholders.
- Drive continuous improvement across coordination methods, tools, and supplier collaboration

Skills & Competencies :

Technical Competencies:

- Proven project management skills
- Proven management skills
- Experienced in building and managing dashboards and KPIs
- Proficient in ERP / CRM / Google Workspace
- Ability to negotiate, arbitrate, and close
- Cross-functional and hierarchical management
- People management and strategic thinking
- Expertise in production workflows and process optimization
- Strong affinity for artisanal crafts, decorative arts, and luxury

Soft Skills:

- Excellent communicator (clarity, responsiveness, anticipation)
- Dynamic, proactive, and optimistic
- Able to unite and rally a team
- Strong sense of commitment, analytical thinking, and sound judgment
- Skilled at energizing, motivating, and encouraging initiative
- High standards — compassionate with people, rigorous about results
- Open to self-reflection and able to take a step back
- Tolerates and encourages calculated risk-taking and initiative
- Open-minded, empathetic, and inclusive
- Organized, curious, and detail-oriented
- Resilient under pressure

Communication:

- Ensure accurate information sharing across team members
- Foster a climate of trust, honesty, and transparency in all communications
- Comfortable presenting publicly and engaging with a wide range of stakeholders
- Able to navigate tense or crisis situations alongside the team

Job Information :

- **Location:** Long Island City, NY
- **Job type :** On-site position only. No remote work.
- **Starting Date:** April 2026
- **Salary :** \$80K- \$90K
- **Link to Apply :** <https://bit.ly/4tNf7OF>