



REVISION EYEWEAR JOB DESCRIPTION

Job Title:	SAMPLE SHOP COORDINATOR
Department:	Product
Reports To:	Product Manager
FLSA Status:	Salaried – Exempt
Hours/Work Days:	8:30AM – 5:30PM (Monday through Friday)
Location:	Essex Junction, VT
Revision Date:	July 23, 2010

Revision Eyewear is a dynamic and rapidly growing company specializing in the design and manufacture of protective eyewear, with sales to direct government customers and a distributor network in 50+ countries. Revision Eyewear has embraced all categories of military eyewear including spectacles that stand up to low-energy fragments, goggles which provide medium-energy ballistic threat as well as environmental protection and face shields that afford the highest level of protection. Revision's products are specifically designed for deployment in hostile environments and, for the international market, are often customized to reflect individual client requirements and preferences.

EMPLOYMENT OBJECTIVE

The Sample Shop Coordinator is responsible for all sample needs liaising with all functional areas within Revision, as well as partner companies, to ensure Revision's development of best-in-class products that meet company and customer objectives. The Sample Shop Coordinator is responsible for sample assembly, First Article Verification (FAV) and testing of preproduction units prior to launch.

SPECIFIC ESSENTIAL FUNCTIONS

Product Development

- Assemble samples per work order to support Product Development, Marketing and Sales.
- Lens cutting for sample purposes (prima-vista).
- Testing of pre-production or FAV samples for compliance to all applicable standards and design parameters.
- Liaise with Assembly team to ensure that new products are optimized for assembly.
- Maintain the sample shop with the needed inventory for all sample needs.
- Archive and maintain final samples for production reference.

Other Requirements

- Assist Test lab as needed to perform testing in the event that the test lab is under-resourced.
- Provide Marketing and Product with feedback for end user operation. Specifically to support the development of owner's manuals.
- Coordinate special projects as required by manager.

KNOWLEDGE, SKILL, AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in Business, Marketing or the equivalent combination of education and experience.
- Knowledge of testing protocol for ANSI Z87, EN 166, MIL-PRF, MIL-DTL and MCEPS required.
- Inventory management skills required.
- Excellent written and verbal communication skills.
- Multi-tasking, self-starter.
- Must be able to work independently and as part of a team.
- Proficient in computer skills Microsoft Office (Word, Excel, PowerPoint, & Outlook) required.
- Military experience a plus.