

We Are Hiring!



CLAUDE & CO

Product Development Assistant

Join the vibrant and growing team at Claude & Co, a small independent children's fashion brand known for its commitment to quality and creativity. We are growing fast and as a small team we are quick thinkers, adaptive and excited about getting stuck in. We're seeking a dedicated and detail-oriented product development assistant to contribute to our brand's success by supporting various aspects of product development. If you have a passion for children's fashion and a keen eye for detail, and can do attitude we can't wait to hear from you. We can teach certain aspects of the role if you're open to learn and have the right skill set.

Position Overview:

As a Product Development Assistant at Claude & Co, you will play a multifaceted role in the selection, development, and progressing of our product range and stock flow. This diverse position will involve collaboration, a diverse range of responsibility and communication with various people across the company and close work with our founder to bring our brand growth to life. Exciting right.

Product Selection and Development:

- Collaborate with the team to curate collections in line with Claude & Co's brand identity.
- Conduct market research, trend analysis, and price analysis to support the team with product decisions.
- Assist in the front-to-back end of product development, including being comfortable in requesting CADs and Graphic briefs from designers.
- Curation of product packs and briefs to suppliers for samples and follow-up of development samples to production

Supplier and Vendor Management:

- Build and maintain strong relationships with suppliers and vendors
- Support negotiations for terms, pricing, and delivery schedules to optimise conditions for Claude & Co
- Manage product progress in line with the critical path
- Supporting the team with stock management and handling delivery and shipment coordination
- Raising PO's with factories

Sample Evaluation and Quality Control:

- Work closely with suppliers for sample requests and evaluate product prototypes. Attention to detail is key here.
- Collaborate with technologists to provide effective comments to ensure accurate samples and production details.

Communication and Collaboration:

- Maintain up-to-date and accurate product trackers, workbooks and be able to communicate with team and act on information
- Assist in creative aspects such as photoshoots, tradeshow, and events

Product communications:

- Loading products across systems and proficiency in curating online descriptions within guidelines
- Communicate on intake of stock and new launches with team, you're at the heart of the product and we want everyone to know it

WHAT WE NEED FROM YOU



- Degree or relevant experience in Fashion Buying / Merchandising, Business, or related field
- Previous experience in a similar role within the fashion industry
- Strong understanding and passion for product, fashion, fabrics, and production processes
- Excellent negotiation and communication skills
- Proficient in Microsoft Office; especially Excel - we love a spreadsheet
- Experience with Shopify/E-commerce is a bonus
- Creative thinker and outside the box approach
- Highly organised, detail-oriented, and able to multitask effectively
- Willingness to adapt to the dynamic needs of a small brand - 'I will find a way' is used a lot around here and we would love you to have that approach.

Note: Recognising our small brand culture, a hands-on and adaptable approach is crucial. The role may present unique challenges daily, and we value a positive and proactive mindset. The position is based in our office, based in Mountsorrel Leicestershire. We expect this to be a full time role but welcome both full-time and part-time applications, with hybrid working options after training. A pension scheme and a 40% discount across Claude & Co are available.
Quite fancy applying for this myself.

PLEASE SUBMIT YOUR CV, COVER LETTER, AND ANY RELEVANT MATERIALS TO [ABI --- HELLO@CLAUDEANDCO.CO.UK](mailto:ABI---HELLO@CLAUDEANDCO.CO.UK)
PLEASE INCLUDE 'PRODUCT DEVELOPMENT ASSISTANT {YOUR FULL NAME}' IN THE SUBJECT LINE.

CLOSING 12TH OF FEBRUARY 2024