

Job Description



Miansai thrives on exploration, discovery, and the beauty of elevated design. “The world around us is our source of constant inspiration. Beauty exists in the smallest of details”.

Job Title	Product Development Coordinator	Position Title:	Product Development Coordinator
Department:	Creative	Reports to	Creative Director
FLSA TYPE	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Job Type	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Schedule/Work Hrs	40/hr week	Location	
Prepared by:		Date:	

GENERAL SUMMARY

Product Development Coordinator will be responsible for the organization of the Miansai Product Database and assisting with sourcing of new products as well as coordinating the communication of product information between the product development team and the rest of the company.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work directly with the Creative Director and assist the Head of Fabrication, Senior Visual Designer, and Production Manager, on design of new products and updates of current products, including but not limited to Jewelry, Watches, Bags, and associated packaging.
- Maintain NetSuite database of product with all purchase and production related information including but not limited to SKU creation, vendors, costs, components, and basic product information.
- Assist with sourcing of new products by communicating directly with current vendors, and counter source existing products for better pricing and/or quality.
- Assist Creative Director in pricing negotiations with vendors and developing pricing for new products.
- Order and organize product samples for testing as well as for future distribution the Sales Team and Marketing.
- Communicate new and updated styles company wide as directed by Creative Director
- Assist Senior Visual Designer on Assembly sheets for use by in house production and for use with outside vendors.
- Organize samples for review.
- Clearly organize & maintain all technical drawings and ensure the vendor has most updated version.
- Organize and Maintain creative & Quality Control master sample set for review.

JOB REQUIREMENTS:

Experience, Knowledge, Skills and Abilities

- Must be proficient in Excel or other spreadsheet applications.
- Minimum 1 year experience in product development
- Strong physical and database organization skills.
- Possess a strong work ethic and team player mentality
- Work logically and systematically
- Be able to lift 25lbs or more
- Have good time management for hard deadlines
- Have excellent communication skills, both oral and written

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Miansai

- Able to work with and meet deadlines
- Be flexible and have the ability to manage change
- Ability to work and problem solve independently
- Regularly required to sit, stand, bend, reach and move about the facility
- Maintain a positive attitude to continued learning
- Knowledge and compliance with all safety procedures associated with the work environment

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- Ability to stand, walk, reach, and lift up to 30lbs
- Can determine colors
- Can operate a computer and other office productivity machinery such as a printer, copy machine, calculator, etc.
- Ability to ascend/descend ladders

Education:

- High school required
- Some college preferred

Languages:

- English Required
- Bi-Lingual a plus (English/Spanish)