



Job Description

Job Title: Product Development Assistant

Department: Product Development

Reports To: Director of Product Development

Position Function:

The Product Development Assistant is a key contributor to the Company's ability to develop and bring to market new products. The position requires a self-motivated, organized and detail-oriented individual with hands on working experience in a product development and showroom environment.

Essential Duties and Responsibilities:

- Assist the Product Development and Visual Merchandising Teams with daily and seasonal tasks including dedicated timelines and deadlines.
- Assist in trend forecasting for upcoming theme development by finding inspirational photos, editing themes, and researching current market trends and pricing.
- Assist in organizing, maintaining, and creating timelines for projects including product, art, display, and catalog.
- Assist with merchandising new products in the showroom prior to markets.
- Assist with product planning for the Catalog shoot.
- Liaison with Project Managers on product information to be sent to vendors.

Skills/Experience Requirements:

- 1+ year of relevant experience in a creative product-based environment.
- Basic knowledge of Photoshop, InDesign, and Microsoft Office.
- Organized and detail oriented with exceptional follow-up skills.
- Ability to complete assignments with minimal supervision, high attention to detail and accuracy.
- Ability to communicate effectively (read, input information into the system).
- Ability to work well with all levels of management, internal staff, customers, and vendors.
- Ability to stand long hours and move within a showroom environment.
- Ability to use small tools to hang pictures and wall décor.
- Ability to safely lift 1 – 50 lbs. at a time.

Education Requirements:

- Bachelor's Degree in a creative field (Merchandising, Interior Design, Art etc.)