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# Example of Product Assistant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of product assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for product assistant

* Collect and monitor the development and production schedules, ensuring individual and team calendar deadlines are met
* Support the initial costing negotiation of garments up until the commitment stage
* Assist with the preparation of seasonal milestone meetings with cross functional teams
* Issue and manage all Purchase Order updates
* Perform prototype review, including approval of fabrics, yarns, lab dips and strike offs
* Leverage data and merchant insights to continue improving the creation of products
* Research and development of all design development including pre-costing, fabrics, mock-ups, lab dips, trims, prints
* Provide general administrative support that include handling correspondence, coordinating meetings, travel planning, processing invoices/purchase orders and payments to authors/reviewers/etc., maintaining database records
* Assist the team in coordinating market research efforts such as reviews, focus groups, webinars
* Prepare all documents needed and distribute to participants for meetings across the assigned product teams including PSR’s, plan checks, production launches, digital roadmapping

## Qualifications for product assistant

* Extreme flexibility in terms of work hours
* Ability to sketch design details and garment construction preferred
* Knowledge of silhouettes, fabrication, color/print usage, graphics, embellishment layouts, and trim required
* Must be flexible and adapt well to fast paced, rapidly changing work environment
* Design – Demonstrates exceptional attention to detail
* Organization – Keeps samples, paper and electronic files in good working order