



# Example of Associate Product Development Job Description

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Our company is growing rapidly and is looking for an associate product development. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for associate product development

- Communicate and actively bring opportunities to platform fabrics across genders / brands wherever possible to Merchants
- Schedules and tracks all pre-production samples to insure exact execution of final design
- Assist in preparing daily communication to all vendors regarding the timing and action of all programs in work
- Copy, distribute and file all adopted paperwork and swatches on a daily basis to the appropriate recipient
- Track checklists of any or all legal requirements
- Enter salesmen's sample quantities in XPC
- Work along side Design staff to prepare design boards when needed
- Create and maintain the integrity of tech packages from initial development through bulk for all categories
- Maintain NRF table in PLM and NRF creation for new colorways
- Prepare for and attend NY proto sample reviews, and weekly touch base meetings with design/merchandising

## Qualifications for associate product development

- Interest in technology and ability to seek technical solutions to empower/scale the business

- Knowledge of /PLM is a plus
- Operations or marketing
- Assists Manager to achieve seasonal IMU goals aligned to the corporate financial objectives