

NASSIMI

PRODUCT DEVELOPMENT COORDINATOR

About the Position

The Product Development Coordinator position supports the management team in the coordination, organization, timeline management and communication of product development status, ensuring that all products in development are moving smoothly through the development milestones.

This is a full-time position, and you will be reporting directly to senior management and working as part of a team in a fast paced environment.

What You'll Do:

- Assist in managing new product developments.
- Coordinate and organize all product development
- Overseas mill communication
- Manage third party product testing
- Product file maintenance
- Coordinate custom product development with customers and suppliers.

What You'll Need

- Initiative!
- Must be able to work as part of a team, as well as independently.
- Must be detail-oriented.
- Proficiency in Microsoft Office, especially Word, Excel, and Outlook.
- Previous experience working in an office setting.
- Prior experience in the textile industry is a plus

What We Offer

- A competitive compensation package.
- Health benefits.
- A pleasant and challenging work environment.
- Manhattan office location within a short walk from Penn Station.

About Us

We are a leading supplier of upholstery textiles and faux leather for hospitality, contract, healthcare and residential interiors.

Please submit your application via email to pearl@nassimi.com and include a resume.