

Nassimi

PRODUCT DEVELOPMENT ASSISTANT

About Us

Nassimi LLC is a leading supplier of premium faux leather and performance textiles for upholstery.

About the Position

We are seeking a full-time product development assistant to support the ongoing product design and development of new products at Nassimi. This position requires a detail-oriented and driven individual who embraces a fast-paced environment and can work well in a team. You will be reporting to the Product Development and Compliance Coordinator and will work closely with senior management.

What You'll Do

- Keep track of new product developments
- Maintain physical product files
- Track incoming packages and prepare incoming samples for review
- Prepare samples for regular product review meetings
- Assist with custom product development
- Create initial presentation samples of new products
- Perform In-house testing for Cleaners/Disinfectants resistance of fabrics as needed
- Help to update cleaning guides and charts as needed
- Update new product specification sheets
- Maintain color standards library
- Assist with new product mailings

What You'll Need

- Excellent Organizational Skills
- Must be detail-oriented and proactive.
- Proficiency in Microsoft Office, especially Word, Excel, Outlook
- Experience using Adobe Acrobat and InDesign is a plus but not required
- Team player with effective and positive personal interaction skills.
- Prior experience with textiles or interior design products is a plus but not required.

What We Offer

- A competitive compensation package.
- Health benefits.
- A pleasant and challenging work environment.
- Convenient Manhattan office location within walking distance from Penn Station, Port Authority, and Grand Central

If interested, please send an email with your resume to **Ashlynn Nieland** – ashlynn@nassimi.com