

Job Description: Product Development Assistant (MC560)



Job role overview: To undertake all general Product development assistant duties including procurement, organising travel, data inputting and processing orders. To be responsible for daily updating of the delivery schedules from suppliers for open orders. Acting as the first point of contact for suppliers to be able to obtain detailed information on shipments and supply schedules and liaise with both internal and external stakeholders to efficiently gain accurate information. To support the product development and operations manager with booking in of Triumph Clothing deliveries, and to ensure deliveries meet the required deadlines.

Report to: Product Development and Operations Manager

Location: Harrowbrook Road, Hinckley, Leicestershire

Duties and Responsibilities:

- Continual tracking of shipments into warehouse once shipped
- Setting up a new supplier in AS400 and creating parts with all relevant information
- Awareness of dealer / customer order process for potential investigation
- Ensuring all internal labels from suppliers are accurate for approval
- Regularly updating dates of when products will be available for dealers or when no longer in stock
- Setting up SMS sample codes
- Ensuring all DCS information is accurate and up to date, making changes to COO, prices and weight information as and when required
- Raise Bulk PO Requisitions, Development Requisitions and Purchase orders on the AS400 system using AI automation queuer
- General office tasks for the department and ordering inputting.
- Input CE test report invoice costs into CE budget file.
- Co-ordination of department parcels to be shipped
- Arranging airfreight and obtaining quotes for urgent/delayed shipments.
- Obtaining Airfreight ID's for international shipments.
- Recording airfreight ID's on an internal log.
- Push payments through with accounts for payments critical for on time production schedule and delivery.
- Requesting conformity documents from all suppliers.
- Requesting and updating translations from the markets.
- Completing freight cost comparisons for each season.
- Requesting and recording additional quotes for direct US shipments.
- Maintaining a separate log of direct US shipments for other stakeholders
- Understanding of fabric constructions
- Chase SMS for delivery in time to the conference deadline
- Attend weekly team meetings
- Check and approve Care labels to ensure wash care information and translations are appropriate for each style
- Check and approve barcodes to ensure contents and descriptions are correct and ensure barcodes scan correctly
- Assisting product development team with measuring garments in busy periods and carrying out ad hoc duties as required by the Product development and operations manager

General Accountabilities

- You are expected to work towards our aim of ensuring that Triumph Motorcycles retains its position as the #1 Motorcycle brand and meets its objectives for growth and development of the brand
- Contribute to your own training and development including attending appraisal meetings. Your manager will assist you by maintaining a planned approach to agreeing your personal targets which will reflect the needs of the business

- Triumph is an equal opportunity employer and expects you to share this commitment by observing the requirements of the Company's Equality and Diversity policy
- Understand and carry out duties in a manner which is safe for yourself, colleagues and the public in accordance with the Health & Safety at Work Act 1974, in order to minimise the risk of injury/accident
- You may be requested to carry out supplementary duties or other duties not defined in this Job Description at various times as requested by the Company in order to ensure the smooth running of the department, or during periods of sickness, holidays or high volume of work. You may also on some occasions be requested to provide service outside your normal working hours, but these requests will not be unreasonable

Person Specification: Product Development Assistant (MC560)



	Essential	Desirable
Qualifications and Attainments	Educated to degree standard as a Fabric Technologist, Garment Technologist or qualified with equivalent relevant work-based experience.	
Professional Experience and Skills	<p>Proficient in Microsoft Packages including Excel, Word and Outlook.</p> <p>Basic knowledge of manufacturing processes.</p> <p>Basic Knowledge of textile and material construction and properties.</p> <p>A good standard of literacy and numeracy.</p> <p>Good interpersonal skills with an understanding of other cultures.</p>	
Personality and Motivation	<p>Self-motivated and resilient.</p> <p>Flexible and adaptable.</p> <p>Able to take instruction and work under pressure, within tight timeframes.</p> <p>Excellent communication skills, clear and concise written and verbal skills, including the ability to present concepts in a persuasive manner.</p> <p>A team player.</p>	
Appearance and Characteristics Circumstances	Well presented.	
	Flexible of working hours.	