**Description – Product Development Admin Support**

Are you a detail-oriented individual looking to contribute to a vibrant design team? As a Product Development Administrator at our innovative design company, you will play a crucial role in bringing our design concepts to life. We pride ourselves on fostering a collaborative and friendly work environment where everyone's ideas are valued. In this position, you will support the product development team by managing project timelines, coordinating with various stakeholders, and ensuring that all necessary materials are compiled and available for successful project execution. Your organizational skills will be essential as you handle documentation, assist in the development of new products, and maintain clear communication channels within the team. With a focus on efficiency and creativity, you will help streamline our processes while remaining dedicated to quality and excellence. We are looking for someone who is not only passionate about design but also enjoys working within a dynamic team that shares a love for innovation and creativity. If you thrive in a fast-paced environment where every day brings a new challenge and opportunity, we would love to meet you and explore the amazing contributions you could make to our team!

**About You**

We would love you to have a degree within Design or a similar discipline, experience & knowledge in Product Design is desirable but not essential. With strong presentation and communication skills, you will be capable of working well with other team members and building productive relationships. Highly organised and motivated, you will be able to proactively manage a wide range of responsibilities throughout the product development process. Ability to multitask in a fast-paced environment is also important. Proficiency using Excel, Microsoft Office and confidence within the Adobe suite is essential for this role.

**Responsibilities**

* Coordinate product development schedules and timelines.
* Assist in compiling and organizing necessary project documentation.
* Communicate effectively with designers and manufacturers.
* Maintain inventory of materials and supplies needed for projects.
* Track project progress and prepare regular updates for the team using the company Critical Path.
* Support the design team with research and market analysis as needed.
* Facilitate meetings and take detailed notes for follow-up actions.