

Job role: Product Development Assistant

Reporting To: Product Development Manager

Maternity Cover

Start date: ASAP

Primary Function

- To assist the product manager with day to day tasks
- To manage and maintain product samples
- Assisting with planning and execution of Toy Fair, Showrooms, Catalogue and trade activity

Main Duties/Tasks

- Liaise with in-house design team to produce packaging and trade adverts
- Work closely with Far East manufacturers to ensure that new products are made on time, to the correct cost and specification.
- Liaise with licensing houses to ensure new character licensed products are approved by the licensor.
- Communicate in detail with MV's Hong Kong office to ensure that all products conform to relevant safety/quality standards.
- Provide product information to retailers in terms of physical dimensions/weights etc. and catalogue/sales copy. Maintain accurate file details of all MV products.
- Manage samples for presentations to sales force/major retailers.
- Work with the design team to ensure that new products are properly represented in MV catalogues and flyers.
- Write product copy, trade editorials and press releases.
- Oversee the design of designated supplier pages in retail catalogues.
- Maintain a thorough knowledge of MV's competition and activity at retail.

Skills Required

- A tenacious, confident self-starter, with an appetite for product development.
- MV are looking for a flexible 'unflappable' individual who combines strong creative thinking with a sound strategic awareness and commercial sense.
- A good eye for detail and an organised approach to projects is essential.
- Experience in toys/retail is preferred but not necessary