

POSITION TITLE	Product Development Coordinator	
DEPARTMENT	Planning	
REPORTS TO	Supply Chain Manager	
ROLES REPORTING DIRECT	N/A	
KEY RELATIONSHIPS	All personnel in the Purchasing, Planning, Production and Sales/Marketing Support aspects of the Company	
PRIMARY OBJECTIVES		
<ul style="list-style-type: none"> • Coordination of the Product Development Process focusing on <ul style="list-style-type: none"> • Timelines • Communication • Artwork • Costings • Supplier relations 		
MAJOR RESPONSIBILITIES		
KEY RESULT AREAS	SPECIFIC ACTIVITIES	MEASURES
New Product/Component Concepts and New Product History	<ul style="list-style-type: none"> • To ensure that all new products are collated and recorded in such a way as to view each product in order of its priority • Provide Expenditure summaries on Product development related area • To provide and broadcast all time lines relevant to new product releases, who is accountable for which changes and to provide follow up to update these lines • Each new product is to be diarised as to the issues associated with its release 	<p>Weekly Summary</p> <p>New Product Folder/File its structure and level of maintenance</p> <p>NPD Costing sheet development cost update</p> <p>A journal of the significant events within the development of the item</p>
Artwork Approval Process	<ul style="list-style-type: none"> • Coordinate with Export and Marketing Departments for Dry Goods redesign and vintage change • Review all Dry Goods for synergies between Export and Domestic and obtain approval for component write off • Sign off all label, carton, cask, screw cap, foil, screen print artwork (domestic and export) 	<p>Ensure all changes are approved in a timely manner for purchasing lead times</p> <p>Overview of approvals of write offs</p>

Product Structures	<ul style="list-style-type: none"> To coordinate the discussions or development process so that the product structure is determined well in advance of purchasing and production. Complete a product development specification sheet for any domestic or export products – new, revamp, deletion Obtain wine making information as part of the PDS process 	<p>Ensure that the Bill of materials is correct</p> <p>Product Development Specification Sheet to be sent out (8 weeks prior)</p>
New Product Costs	<ul style="list-style-type: none"> To provide all costs associated with new products in such a way as to easily view the monies spent 	<p>Ensure that contained within the items file is a summary of the costs to develop it</p>
Develop and Maintain good Supplier relations	<ul style="list-style-type: none"> Work with production and Suppliers to reduce Dry Goods related production issues Audit current suppliers recommend potential suppliers 	<p>Minute Supplier meetings and ensure feedback and action on Minutes</p> <p>Annual Visit/Audit to Suppliers ensuring a complete understanding about their business</p>
Communicate both internally and externally	<ul style="list-style-type: none"> Communicate all product modifications, new products, etc. to external sales teams and internal production, despatch and planning teams 	<p>External communication to be sent out monthly.</p>
PLC project	<ul style="list-style-type: none"> Manage Product Life Cycle process and direct recommendations to manager 	<p>Effective output data from PLC project management from DOT project system</p>
2 nd tier support for other functions in Logistics Department	<ul style="list-style-type: none"> Provide support to the Planning and Purchasing times of peak work loading Perform basic purchasing function of dry goods in a cost efficient manner 	<p>To provide support to the Purchasing and Planning Department through leave and peak times</p>
Promote safe attitudes and work practices	<ul style="list-style-type: none"> Comply with all OH&S policies and procedures. Wear Personal Protective Equipment (PPE) as specified. Report all accidents, near misses and unsafe work practices/hazards to your Manager/Supervisor. Maintain all equipment to a safe working standard. Work on a manner which is conducive to OH&S. 	<p>Compliance with Company policies and procedures.</p> <p>Incidents reported in accordance with Company procedure.</p> <p>Maintenance schedules adhered to at all times.</p>

SELECTION CRITERIA**ESSENTIAL**

- High degree of organisational ability
- Knowledge of a corporate computer system
- Proven ability to work with all levels of the company
- Be able to utilise a PC in both word processing and spreadsheets
- Knowledge & experience with budgeting and costing processes
- Ability to work as part of a team
- Ability to work independently and calmly under pressure
- Excellent communicator

DESIRABLE

- APICS accreditation or similar
- Experience in a production environment
- Experience with stock and its administration
- To be able to stock take
- Evidence of further education
- Demonstrate intuitiveness and initiative in difficult situations (lateral thinking)

Employee Name: _____

Employee Signature: _____

Manager/Supervisor Name: _____

Manager/Supervisor Signature: _____