

Product Development Coordinator

Kooptation

CHALHOUB GROUP
مجموعة شلهوب

We are seeking a highly organized and detail-oriented Product Development Coordinator to join our team. As a key member of the product development team, the Product Development Coordinator will be responsible for managing the development process from concept to launch, ensuring that products are delivered on time and within budget. The ideal candidate will have experience coordinating cross-functional teams, managing schedules and timelines, and tracking project progress. With strong communication and interpersonal skills, the Product Development Coordinator will play a vital role in ensuring the successful launch of new products. If you have a passion for product development and a track record of delivering results, we would love to hear from you.

Key Responsibilities:

Development:

- Identify gaps in the market, conduct market research and propose concepts accordingly
- Identify products with the strongest potential and performance, reports on contribution
- Quarterly competitor reporting on product launches and trends
- Support Senior Executive on all points of product develop process and brief drafting
- Responsible for pack shots of final product
- Responsible for full development of GWPs across all brands
- Assist team in supplier sourcing, product recommendation, brief writing, product mix selection, product feedback and marketing text writing

Supplier Management:

- Coordinate the product development process with supplier in a timely manner (R&D, stability, compatibility, formula, shade, fragrance, packaging, artwork design)
- Keep track of ongoing projects, deadlines and deliverables
- Budget / invoice tracking and compliance

Team Support:

- Support marketing and operations team
- Quality control monitoring & product registration support to SC team
- Create product training content and train Trainers of Retailers on all new launched
- Build relationships with internal (marketing, supply chain, etc.) as well as external stakeholders (third party suppliers)

What you'll need:

- Strong knowledge of the beauty industry
- Beauty product expert
- Knowledge of product testing approaches, techniques and tools; ability to design, plan and execute testing strategies and tactics to ensure product quality at all stages of manufacturing
- Able to deliver new product launch presentations and events
- 1 + years of experience in the beauty industry and preferably Product Development; ideally in high-end fragrances/make-up
- University Degree

What we can offer you:

With us, you will turn your aspirations into reality. We will help shape your journey through enriching experiences, learning and development opportunities and exposure to different assignments within your role or through internal mobility. Our Group offers diverse career paths for those who are extraordinary, every day. We recognise the value that you bring, and we strive to provide a competitive benefits package which includes health care, child education contribution, remote and flexible working policies as well as exclusive employee discounts.