Product Administrator

Home Textiles - Wigan

We are recruiting for a Product Administrator within the NPD Team.

Main Responsibilities Include:

- Support the Product Manager on new product introduction and range changes.
- Create new product specs and formulas in D365.
- BOM administration - input changes / amends to existing products in D365, as required.
- Collate and update data from Technical, Packaging and Product Managers. Create visuals of labels and packaging images and populate sfol 'paperclip' for Production Teams.
- Ensure accuracy of data input and minimise errors.
- Advise on any data quality issues and communicate this to the Product Manager and relevant teams.
- Attend and actively input into weekly critical path meetings to provide project updates to Product Manager and other relevant departments.
- Monitor, action and report on spec amends.
- General administrative tasks within the Product Team.

Qualifications and Experience:

- Attention to detail - particularly concerning Data Governance and Compliance.
- Excellent time management and ability to work to deadlines.
- Strong communication skills.
- Initiative to work independently and have confidence to ask questions.
- Computer literacy, especially with MS Outlook and Excel.
- Data input experience.

If you are interested then please click on the link and apply.

Closing Date for applications is 19 January 2024

Please send your applications to Neil McMillan at Neil.McMillan@snuggledown.co.uk

If you are applying for an internal vacancy, please inform your Shift Manager/Manager before you apply