



Purnaa Enterprises Pvt Ltd

Job Description: Product Development Manager | New Product Development

Reports to: Product Manager Team Leader

Company Overview: Purnaa is a World Fair Trade Guaranteed company, an ethical manufacturer of products that export to North America, Australia, New Zealand, and Europe. We are passionate about ethically manufacturing high-quality products and creating job opportunities for marginalized people in Nepal.

Job purpose: Management of Purnaa's product development; coordinating between Purnaa's different departments to develop cost effective, easily manufacturable, and high quality products.

Key responsibilities and accountabilities:

1. Oversee development of new products
 - a. Facilitate communications among different teams (sales, sourcing, sampling, manufacturing, QC, and logistics) to prepare for and coordinate timely and correct product development
 - i. Coordinate with sales team to ensure seamless hand-off of new projects from sales to product management and back to sales for follow-up
 - ii. Advise sales team on timing, suitable materials, design modifications, and costing
 - iii. Coordinate with sourcing to ensure availability of materials to meet customer requirements
 - iv. Follow Purnaa's pre-production development process with the sample team to ensure the most efficient and excellent creation of samples, patterns, and sample documentation
 - v. Coordinate with manufacturing to ensure designs are optimized for efficient manufacturing
 - vi. Track estimate FOB cost and work with sourcing and sampling to ensure the final sample is on cost with the customer's target.
 - vii. Approve sample before shipping to ensure it meets customer's fabric, fit, and construction requirements
 - viii. Coordinate with QC to ensure QC inspection criteria for both raw materials and the finished product that reflects industry standards and customer desires
 - b. Collect technical specifications and ensure all necessary information is documented for completing an order both in sampling and production
 - i. Track product details to include compiling relevant customer information, material options, cost estimates, shipping information, potential order quantity, colors, sizes, materials, etc
 - ii. Document product details, cost, MOQ, and Bill-of-Materials in Purnaa's ERP system.
 - iii. Create product specifications to educate the sales team
2. Guide manufacturing of new products
 - a. Be the go-to person to help solve manufacturing related issues for new products.
 - b. Work closely with manufacturing managers to identify areas of improvement including: changes to product design, new methods or machines, increase quality resilience,
 - c. Serve as the final authority for quality control and assurance of products; establishing appropriate quality control measures, documenting and improving quality issues, and creating quality checklists.
3. Actively participate in Product Management meetings, activities, and goals
 - a. Help to create, maintain, and improve product development systems to ensure accurate, timely, and professional workflow
 - b. Help effective teamwork by documenting changes to Purnaa's processes and create new documentation as we learn and develop new ways to executing Purnaa's orders
 - c. Help to set and achieve quarterly Milestone goals
 - d. Help to foster a culture of continuous improvement
4. Assist with and carry out other assigned tasks, projects, and roles within the larger Purnaa Team

Key Qualifications:

- Bachelors or Masters in business, engineering, fashion, or related fields.
- Prior experience in manufacturing. Product development experience preferred.



- Strong attention to detail and ability to research and independently learn.

Working Hrs: Purnaa office hours are Monday to Friday, 8:30am – 5:30pm, but flexible work schedule may be required to meet deadlines.

Salary: Nrs 43,000 with additional benefits and ability to grow.