Position: Product Development Manager  
Classification: Exempt  
Reports to: General Manager  
Location: Los Angeles, CA

Position Summary:
As the Product Development Manager for Shannon Fabrics, you will report to the General Manager and be responsible for managing all aspects of the Shannon Fabrics product development division. Will work cross-functionally within the Shannon Fabrics team and act as a liaison with the mills to ensure all orders are produced and delivered in a timely manner. You will answer customers’ questions on products and distribution and provide solutions/recommendations.

Responsibilities:
Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities of the job.

- Responsible for communicating all development and production timelines to overseas factories
- Daily and weekly communication and follow-up with mill
- Create, develop, and streamline processes and procedures to manage all fabric qualities.
- Manage Time and Action calendar by consistently monitoring production status, ensuring that milestones are met, and deliveries happen on time, which requires daily communication, interaction, and follow-up with all fabric qualities
- Send standards to overseas factories as needed.
- Manage production development team
- Issue and revise purchase contracts
- Create and execute the process to manage strike-off and lab dips
- Review all shipping samples prior to mill shipping
- Maintain digital license agreements with all participating art studies
- Maintain special orders from start through execution on all fabric qualities.
- Communication and interaction with customers throughout the process for each order
- Manage the seasonal development, production, and delivery of all fabric qualities in cooperation with the Shannon Fabrics merchandising team.
- Keep detailed spreadsheets with all info to track orders and meet deadlines
- Work closely with the team throughout the development process to ensure the highest level of design and print quality and integrity
- Responsible for quality control and checking all production swatches before shipping
- Enter orders, customer information, and purchasing trends into our computer system (MOD2) as needed
• Maintain the digital print and special-order fabric library
• Effectively communicate changes to appropriate internal teams and external partners in a timely manner
• Prepare analysis as directed
• Ability to multi-task and work in a team environment

*Duties and responsibilities may be added, deleted, modified, or changed at any time at the Company’s discretion. Changes may be made formally, or informally either verbally or in writing.*

**Knowledge and Skills**

• 3+ years of experience in production
• Knowledge of fabrics, construction, finishes, and techniques.
• Attention to detail and solid organizational skills
• Excellent written and verbal communication and presentation skills
• Ability to execute and prioritize multiple, competing tasks and demands
• Extremely well organized, self-motivated, and passionate about making a major contribution to a growing company
• Team-oriented, entrepreneurial, proactive attitude
• Ability to proactively recognize and react to changing work demands
• Excellent computer skills required; Must be proficient in MS Office Suite including Excel
• The ideal candidate will be a great team player who appreciates the opportunity to grow the brand, in addition to developing as a leader and contributor.

**Education Qualification and Experience:**
High school diploma or GED

**Work Environment:**
Job Duties are performed in an office setting.

**Travel:**
This position may require up to 15% travel

**Physical Requirements:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the responsibilities of this job. While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. Must be able to remain in a stationary position 50% of the workday. Work at a desk and use a computer (typical 3-button - scroll mouse and keyboard) Read documents on and computer screen.

**Citizenship Requirements:**
Must be authorized to work in the United States

**Work Schedule:**
A 40-hour workweek is standard, but at times additional hours may be required to fulfill the duties and responsibilities named above.