



## **New Product Development Coordinator**

### **Company Description:**

**LiveTrends Design Group** is a design, marketing, and production company that specializes in unique home décor for the mass-markets in the USA and Canada. The LiveTrends brand is distributed at over 14,000 retail stores nationwide, and all of its products are designed and hand-crafted in the Orlando area. All LiveTrends products feature living components (succulents, air plants, cacti, etc.), which are artfully combined with trend-driven, creatively designed elements to make one-of-kind pieces of living art.

At LiveTrends our mission is bold but simple: to change how living décor is designed, sold and enjoyed...worldwide. Despite its youthful age of just 4 years, LiveTrends is becoming a household name in North America. Our products reach the homes of over 300,000 consumers each month, and the key to our success is our ability to create uniquely hand-made living décor at affordable prices and mass-market quantities. We also just received the honor of being listed **#256** on the national *Inc. 5000* list and **#3** on the Coolest *Inc. 5000* Products for 2017.

LiveTrends operates like a high fashion company: there are five full-time designers that work on trend forecasting, product development, and consumer testing. We have design and trend collaborators in many countries in Europe, including Denmark, Germany, and Belgium. As a result, LiveTrends designs over 150 innovative new products per year. We work on an 18-month forward product cycle, with heavy emphasis on trend forecast, home fashion, and consumer research.

LiveTrends' culture is extremely important to us. Every person on our team believes in our driving core values: Quality, Team, Passion, Speed, and Innovation. We view LiveTrends as a humble, fun, locally-crafted lifestyle brand with a national footprint. We currently employ 120 amazing people, and we are growing every day. Our products are available at Lowe's, Target, Wal-Mart, Home Depot, Costco, Publix, Whole Foods, Kroger, CVS, Amazon, and many other outstanding retailers in North America.

### **Job Description:**

We are looking for someone who is passionate about details and quality to support the product development lifecycle from Design handoff, to purchase, and receipt of hard goods. The New Product Development Coordinator will help with the integration of the following departments: Design, Sourcing, Marketing, Sales, and Production to ensure timely execution of the product development calendar.

This is a rare opportunity to wear many hats and to join a young and dynamic organization, which offers exciting and varied growth potential.

The LiveTrends Brand promises are **Quality, Team, Passion, Speed, and Innovation**. These values are the driving factors that create the blue print for all positions at the company.



**Responsibilities:**

- Understand target customer and product vision
- Understand various hard goods, live goods, and their applicable values
- Submit and approve product tags, trays, and additional Point of Purchase displays for our products
- Create product Assembly Sheets based on designs created to support mass production
- Create product costing sheets based on contents of final product provided by designers
- Assist in teaching Crew Leaders how to create items for their team's mass production
- Provide Marketing with product specifications – design, dimensions, pack size, and price
- Support Marketing, Sales, and Production with New Product Development samples
- Coordinate shipping and delivery of samples
- After receiving hard goods, review and approve product from vendors
- Follow-up on final approvals with NPD Manager, Designers, Sales Director, and Production Manager as needed to ensure timeliness of product portfolio

**Qualifications:**

- Skilled in Microsoft Office – Word, PowerPoint, Excel, and Access
- Minimum: Bachelor's Degree in related industry
- Ability to listen effectively, take direction, and learn on the job
- Ability to take concepts and make them step-by-step processes
- Excellent presentation skills
- Excellent writing skills
- Ability to work under pressure and tight deadlines
- Perfectionist approach to details



- Experience within the Home Décor or Fashion industries
- Basic understanding and knowledge of manufacturing, materials and processes
- Experience in the mass-market retail category is a big plus
- Experience with end-consumer product testing is a plus
- Bilingual (English & Spanish)

**Benefits:**

- Competitive pay structure
- Matching 401k
- Medical insurance and additional health benefits
- Paid time off and paid holidays throughout the calendar year
- Ability to learn, be creative, and deliver truly beautiful products to millions of consumers
- Through proven success, motivation, and team work, potential for growth and promotions within the organization

**To Apply:** Please send a cover letter describing why you would like to work with us to: [careers@livetrendsdesign.com](mailto:careers@livetrendsdesign.com) Include the position “**New Product Development Coordinator**” in the subject line. Include resume and portfolio samples with a small selection of your best work. Resumes without work samples will not be considered. PDF, web link, PowerPoint, Word documents and JPGs are preferred. Please limit submissions to 5mb.

**View us at:**

[www.livetrendsdesign.com](http://www.livetrendsdesign.com)

<https://www.facebook.com/livetrends/>

<https://vimeo.com/202395651>

<https://vimeo.com/156534745>

<https://vimeo.com/202393422>



LiveTrends is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors, or any other protected categories protected by federal, state, or local laws.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

LiveTrends does not accept unsolicited resumes from search firms or any other vendor services. Any unsolicited resumes will be considered property of LiveTrends and no fee will be paid in the event of a hire.