

## NPD Coordinator

- Permanent role
- Somerset based
- Competitive salary
- Excellent Benefits

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## Careers

This is a fantastic opportunity to join one of the fastest growing companies in the industry. Based at our head office in Somerset we are looking for a New Product Development Coordinator to join our Technical and New Product Development team.

This position is responsible for the coordination of new product development and the continued development of the existing product range. To be successful in the role you will require experience in a project coordination role (or similar), ideally within an NPD environment. Strong communication, interpersonal and organisation skills are essential, as is the desire to succeed in a rapidly expanding company and industry.

### Main responsibilities include:

- Coordination of new product development schedules and requirements within and between departments to ensure timely completion for launch
- Ability to bring ideas to the table
- To maintain project documentation records to a high standard
- To organise and chair regular new product development meetings
- To provide regular project updates to the department head
- Management of NPD processes through IFS (in-house computer system)
- Project admin through IFS

### Essential candidate skills:

- Previous experience in new product development coordination/ management
- Excellent verbal and written communication skills
- Methodical and organisational skills, with high accuracy and attention to detail
- Excellent IT skills including the use of Word, Excel and Outlook to a high level
- Positive “can do”, pro-active attitude and demonstrate use of initiative
- Demonstrable project coordination/management experience

### Candidate qualifications/requirements:

- The ideal candidate will have at least 2 years’ experience in a similar role and a degree or higher within a relevant scientific subject.

**To apply for this opportunity, please send your CV plus a covering letter to:** Claire Rowswell, HR Manager – [recruitment@protexin.com](mailto:recruitment@protexin.com)

