

Product Coordinator

We want you! Your positive attitude. Your commitment to delivering the best. And, if you happen to be good at ping pong...well, all the better!

ABOUT US:

Join Baudville, Inc, *The Place for Daily Recognition*, a trailblazing business-to-business product innovator, catalog marketer, and Internet retailer located in the thriving City of Grand Rapids, MI.

Under one big building are the trifecta of teamwork: Baudville, IDville, and hi5. Baudville is an industry leader in providing day-to-day recognition solutions and awards for schools and the workplace. IDville specializes in photo identification systems and accessories that promote the safety of employees, students, and staff. And, hi5, our newest brand to join the team, offers innovative service awards and performance-based recognition programs.

Together our three brands serve business, education, government, and healthcare markets while setting marketing trends and pioneering new products.

ABOUT THE OPPORTUNITY:

Baudville is looking for an upbeat, driven **Product Coordinator** to support all aspects of the product development process. The Product Coordinator will manage the product development process through Baudville's Tracker system, evaluate existing products for relevance, and work with the sourcing buyer and purchasing team on any product-related issues. This position will assist the Product Manager with both the development process and data driven project-based assignments as well as quarterly presentations. Candidates should be highly organized, able to collaborate well in crossfunctional teams and thrive in a fast-paced, creative environment. If this sounds like you, we would love to hear from you!

JOB DUTIES:

Job duties include, but are not limited to:

- Overall understanding of product mix and product positioning as it relates to merchandising and management of the total lifecycle of a product.
- Act as a resource for product and category information and its relationship to the total product offering.
- Track data and prepare detailed reports and presentations on product performance.
- Schedule and coordinate work flow within the product department.
- Manage all product information through Baudville's Tracker system to ensure that all groups are on schedule and product deadlines are met.
- Complete a quarterly competitive analysis, margin book and advertising income book
- Prepare detailed product launch summaries.
- Technically proof all catalog and promotional marketing material.
- File, process and keep up-to-date, all product trademark and patent records.
- Work closely with sourcing buyer and purchasing agents to help build and maintain an efficient, robust product line.
- Act as the product point person for all related departments.

REQUIREMENTS:

The ideal candidate will possess:

- A Bachelor's degree in a related field preferred.
- One to two years of product related experience.
- Demonstrated ability to work with product data and communicate conclusions.
- Strong organizational skills and the ability to thrive in a fast paced, environment.
- Demonstrated ability to communicate effectively, positively and professionally with others using both verbal and written communication skills.
- Advanced proficiency with Microsoft Word, Excel & PowerPoint.

At Baudville Inc, also known as *The Office of Positive Mojo*, we offer a challenging but rewarding work environment where employees respect and recognize each other. We are an equal opportunity employer dedicated to workforce diversity and a drug- and smoke-free workplace. Drug screening and background check are required. No phone calls please.