



## JOB SPECIFICATION

**Title – Senior Designer/Product Developer**

**Reporting To – Design Office Manager**

### Role Description:

- Active involvement at New Product Development (NPD) meetings
- Following a Design Brief and Technical Specification make a study of the requirements and form a robust achievable project plan.
- Produce initial designs for approval by New Product Development Team, (NPD Team)
- Produce accurate die and manufacturing drawings using AutoCad software
- Research and make study of any required 3rd party components.
- Produce drawings when necessary for any literature or instruction manuals.
- Work strictly within programme and using critical path analysis ensure all the dates are met.
- Assist in the successful launch of new products within agreed time frame to include, manuals, literature and samples.
- Support Design Office Manager and Designers at weekly design meetings and any other meeting requiring necessary design input.

### Scope:

- Ensure all procedures are met within the Role Description
- Ensure close and effective working relationship with the Design Office Manager, Technical Team and all other Departments.

### Key Performance Indicators:

- Clear and concise reporting on Product Development, in a timely manner through CRM, NPD and management meetings.
- Good communication with customers, suppliers and all other Departments relating to Design issues.
- Increase knowledge of architectural hardware through in-house training and self learning

### Skills Required

- Good telephone manner
- Experience in Microsoft Office suite
- Proficient in the use of AutoCad 2016 and earlier versions.
- Clean Driving License
- Time Management
- Self Starter
- Commercial awareness