

## **Title: New Product Development officer (NPD Officer)**

This person will drive efficiency by being the link between idea and execution. They shall have a good knowledge in Food development, safety, quality and food engineering. Their job englobes the idea of providing customers with their requested products while ensuring the product is feasible economically and ergonomically.

### **Main Responsibilities:**

- Conduct the development of products from their definition (marketing brief) to concept making to factory trials.
- Develop product prototypes on the bench and conduct pilot trials, establish data and make a technical case for product feasibility
- Produce existing product samples to support marketing team for tenders.
- Work closely with production teams to plan sample production.
- Work with cross functional team (Marketing, Factories, Procurement, Material suppliers, etc.) to scope, and drive project team, utilizing project management tools, to achieve project goals, respect factory capabilities.
- Assure accuracy and a timely hand-over of new product documentation to the validation team.
- Accompany production team in factory trials and bulk productions.
- Ensure that project goals and deadlines are achieved, while keeping records and documenting progress.
- All samples request to be tracked on tracker. Each request file to have – Sample request, developmental detail (SRF, trials, formulation and evaluation and panel test detail, photograph of final product, presentation of final product on PPT, SSF, date of sample submission and feedback from customer)
- Work closely with procurement and track all ingredients received and in stock.
- Manage sample stock and archive.