



THE ORIGINAL

Position Title: Product Development Technician
Department: Production
Reports To: Production Manager
FLSA Status: Exempt
Revision Date: 05/02/2017

SUMMARY:

This position is responsible for the engineering of new window treatment designs from customer specifications, sales and/or senior management. The Product Development Technician will support production and administrative personnel. The Product Development Technician is the main point of contact for all custom, complex and standard designs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following, other duties may be assigned.

- Support the evaluation and transfer of all products from development to manufacturing; this may include training the team captains and team members.
- Develop and update spread sheets that will help expedite the product inquiry process.
- Create CAD drawings when requested by Senior Management or Sales and for training purposes.
- Help to evaluate and integrate new technology with our products.
- Repair and adjust shop tools and equipment.
- Troubleshoot complex customer installations and custom product applications in collaboration with Production team. This requires the ability to visualize what the client is trying to accomplish along with being able to think beyond the obvious in order to create new solutions.
- Evaluate current production methods and processes and make suggestions to improve quality, efficiency and productivity as needed.
- Source and develop suppliers as needed.
- Train pertinent production team members on new manufacturing methods.
- Stay abreast of all technical advancements in high-end sector of the window covering industry.
- Maintain company’s quality standards in all aspects of the job.
- Create and maintain an environment that promotes positive communications within the department along with the other departments, as well as fostering teamwork.

SUPERVISORY RESPONSIBILITIES:

Supervises and coaches (trains) Specialty Applications team. Responsibilities may include, but not limited to, interviewing, hiring recommendations and training employees; assist in planning, assigning and completion of work; involved in appraising performance; addressing complaints and resolving problems.

CONRAD IMPORTS	CUSTOM HANDWOVEN WINDOW COVERINGS		
540 BARNEVELD AVENUE SUITE H SAN FRANCISCO CA 94124			
TEL 415.626.3303	FAX 415.626.6302	WWW.CONRADSHADES.COM	

QUALIFICATIONS:

To perform this job successfully, an individual must be familiar with a variety of the field's concepts, practices and procedures. The individual must be able to visualize three dimensionally from two dimensional drawings. It's vital that s/he welcomes and loves opportunities to excel and find solutions to challenging problems. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Requires 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Must have experience with Excel, as well as good math skills; and able to perform basic algebra, basic geometry and basic trigonometry.

BENEFITS AND COMPENSATION:

Salary: Depending on Experience

Benefits include medical, dental, vision, disability and life insurance; 401K with immediate 100% employer vested matching; profit-sharing; medical and childcare flexible reimbursement plan; fifteen paid time off days accrued the first year; (increases to twenty PTO days after first year and continues to increase with length of employment); discretionary annual bonus; and more!

More about CONRAD:

CONRAD is a rapidly growing employer with a dynamic and diversified work culture. We offer the opportunity to excel in the interior design and sales fields, working with a very high quality, unique and specialized product. We offer an excellent compensation and benefits package and promote ongoing career and personal development. We maintain an appropriately casual atmosphere. We are easy to locate in the sunny Bayview district.

We invite you to visit our website at www.conradshades.com!

For consideration send your cover letter and resume to:

Yolonda Greenwell-Reese, Human Resources Dept.

E-mail: Jobs@Conradshades.com

Fax: (415) 741-2849

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