



Job Posting

Job Title: New Product Coordinator (Six-Month Term)
Status: Temporary – Full Time
Reporting to: Director, Product Development
Location: 1090 Morrison Drive, Ottawa, ON

About Lee Valley:

Since 1978, Lee Valley has recognized that woodworking and gardening are not just hobbies, but are for many a lifestyle choice. Lee Valley Tools enjoys a proud 40-year history of providing high-quality woodworking, gardening, hobby, hardware, gift and seasonal merchandise to customers worldwide. Our customer service is renowned. We pride ourselves on providing quality in all products, whether developed and manufactured internally or sourced elsewhere.

A position at Lee Valley is more than just a job – we honor the time and dedication that our people give by providing sustained and meaningful employment and we strive to provide an environment where learning and development are encouraged.

Overview:

The New Product Coordinator independently performs advanced and diversified administrative services in support of the Category Manager and the merchandising team. Responsible for collecting and interpreting information from various external and internal sources, in support of business case development, ERP item and vendor creation and for product knowledge communication internally.

Key Responsibilities:

- Works collaboratively within the sub-team and cross-functional teams to achieve shared goals and objectives
- Interfaces with internal and external parties, relating to information of a highly confidential or specialized nature, including new product set-up and costing
- Maintains confidential records/files, prepares correspondence, reports, spreadsheets, departmental statistics and/or presentations with graphics
- Use of a variety of software to maintain or produce reports and accomplish assigned tasks e.g. MS Office, OneNote, CW Direct
- Coordinates meetings, printing and collating information packages
- Follows up on deadlines and commitments to or from manager

- Manages product samples throughout their lifecycle (receipt through disposal) for the product development group
- May assemble product samples and/or obtain supplies required for prop development or testing
- Coordinates sample review meetings and surveys as required. Screens incoming mail, calls and visitors, and responds to standard requests or redirects as required
- Provides administrative support within the team and performs other special projects to support departmental activities where required

Knowledge and Skills:

- 1-2 year college diploma and/or 1-2 years of related experience

Job-Specific Skills:

- Detail oriented with excellent organization and time-management skills
- Well organized and able to work independently with minimal supervision
- Knowledge of Lee Valley product lines
- Intermediate Word and Excel skills; CWDirect knowledge an asset
- Excellent communication skills
- Knowledge of purchasing procedures an asset

Working Conditions:

- Office environment

Interested in joining the Lee Valley Team?

[Apply online](#)