

Product Coordinator

jane@synergy1cc.com

Phone :

Web :

MAKESHIP[©]

Job Summary

Vacancy :

Deadline : Aug 20, 2024

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Employment Status : Remote

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

About the Company

Makeship exists to empower influencers, creators, and brands of all sizes to develop and launch limited-edition products that matter to their fans. Leveraging our design, manufacturing, and marketing expertise, we work with our partners to bring their products to life through our community-powered crowd-funding platform. Each product is given a window of 21 days to be funded by the community before we produce and ship to fans worldwide. We put our brand behind every product and guarantee quality and ethical sourcing. We're profitable, have grown the team from 2 to 70 people in 5 years, and we're growing at an average annual growth rate of 200%+.

About the Role

As an early member of the team, you'll play a huge role in shaping our culture, our process, and the future of Makeship. Every day, you'll collaborate learn more about the content creation space, and watch your work make an impact (on the company and their community!). We want this to be the best work experience of your life, so we'll pay you well, offer great benefits, invest deeply in your growth, and welcome you with our branded swag. You will also be joining one of Canada's fastest-growing start-up companies!

What We Are Looking For

We are looking for a **Product Coordinator** who will be at the heart of turning imaginative ideas into awe-inspiring products for Makeship and our clients. You'll wield the strategic mindset of a product manager, the meticulous oversight of a project manager, and the adept communication skills of an account manager. If you thrive in a role where creativity meets execution excellence, this is your arena!

Your Key Responsibilities

- **Product Development:** Oversee diverse product development projects, ensuring creative ideas are effectively translated into market-ready products. Act as the primary point of contact, balancing creative aspirations with practical limitations.
- **Client Communication:** Take our clients on an unforgettable expedition from concept to seeing the final products in their hands. You're their trusted guide, ensuring each step of their product development journey with Makeship is filled with anticipation, excitement, and satisfaction.
- **Product Knowledge:** Develop and maintain a deep understanding of Makeship's products, from design to production. Use this knowledge to provide effective and optimal product development services, both internally and externally.
- **Process Optimization:** Streamline workflows to enhance efficiency in product development. Implement innovative processes that ensure seamless project execution and great client experiences, benefiting our teams and our clients.

What You Bring

- A bachelor's degree with demonstrable professional growth and achievement.
- At least 2 years of experience coordinating with external clients on product or project launches.
- **Exceptional communication skills:** Facilitate clear, proactive, positive communication among all stakeholders for efficient collaboration and goal achievement.
- **High sense of agency:** Demonstrated ability to take initiative, make decisions, and drive projects to desirable outcomes resourcefully and independently.
- **Growth mindset:** A strong desire to learn, grow, and adapt in a fast-paced environment. Open to feedback and continuously seeking ways to improve.
- **Take ownership:** A proven track record of taking full responsibility for your work and its impact on the team and organization.

Bonus

- Proficiency in tools such as Airtable, Hubspot, Notion, and Slack
- Fluent in Mandarin Chinese
- Experience managing (any kind of) products from inception to successful launches.
- Passion for the creator space that Makeship operates in
- Strong data analysis skills

Benefits & Perks

- Work remotely anywhere in Canada and/or access any of our hubs
- Health and dental benefits from day 1
- 4 weeks of paid vacation (including paid time off on your birthday)
- Additional 1 week of paid time off during the holidays
- Monthly phone allowance
- \$400 home office setup allowance
- RRSP Matching Program
- Pregnancy and Parental Leave Top-up Program
- Education Assistance Program
- Employee Referral Program

Salary Band: \$60-75k CAD per annum. Individual salaries will be dependent on unique skills, experience and qualifications.

At Makeship we are committed to fostering an environment that welcomes people of all backgrounds, experiences, and identities. We are passionate about building an equitable and inclusive culture for our unique and diverse team of employees which makes us Makeship. As an equal opportunity employer, we value and embrace everyone's opinions and differences, and actively seek new Makeshipers who will work respectfully with our team, propelling our company and the community forward. If there are any accommodations we can provide to make your interview experience more accessible and inclusive, please let us know in your application.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
