

Product Operations Specialist

Phone :
Web :

knix

Job Summary

Vacancy :
Deadline : Oct 10, 2024
Published : Sep 10, 2024
Employment Status : Hybrid
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

Knix is an award-winning intimate apparel and activewear brand that is re-inventing intimates for real life. Through our innovative products and our engaged community, we are empowering people everywhere to be unapologetically free. Launched in 2013, we are one of the fastest-growing intimate apparel brands in North America and are globally recognized as an innovator within the apparel space. We reach over 3 million customers through our online stores, Knix retail locations across North America and channels such as wholesale and Amazon. We are revolutionizing the apparel industry with our best-in-class customer experience, innovative products and brands Knix and Kt by Knix. Come join us if you are looking for a purpose-driven and authentic career!

The Product Operations Specialist at Knix manages and optimizes the i2C process. This role involves overseeing various i2C (idea-to-consumer) tools, ensuring timely deliverables, and maintaining effective cross-departmental communication. The ideal candidate will drive continuous improvement, support change management initiatives, and contribute to a high level of employee engagement.

Key Responsibilities

- Owning all i2C tools, including but not limited to a Master Calendar, Seasonal Dashboard, Meeting Framework and Process Documentation
- Ensuring all i2C Calendar deliverables are on time and acting as liaison between cross-departments to find solutions to any potential constraints
- Managing sample requests and status for all major calendar milestones Continuous improvement of i2C processes to align with business needs and support change management initiatives
- Ongoing cross-departmental communication and education of evolving i2C initiatives ensuring clarity and alignment of goals
- Supporting the evolution, integration, and management of all i2C processes
- Creating and implementing Standard Operating Procedures relating to i2C
- Establishing and improving cross-departmental alignment, accountability, and communication to drive efficiency
- Analyze current workflows and recommend/implement new tools, and systems that would support and improve products, processes and i2C business needs.
- Contributing to high employee engagementRegular tracking and reporting of productivity metrics, risks, capacity constraints, and best practices

Qualifications

- Bachelor's degree preferred in Business Administration, Product Operations, Project Management or a related field.
- Minimum of 3-5 years of experience in product operations (Apparel), project management, or a related role.
- Experience being the direct owner and driver of product planning, tracking, and release processes
- History of autonomous decision-making within a complex and fast-paced environment
- Outstanding communication and interpersonal abilities, capable of working effectively with cross-functional teams and stakeholders at all levels
- Excellent leadership and persuasion skills and the ability to lead and influence without direct authority

Knix is a hybrid working environment, requiring 2 days in the office each week. We are located centrally in downtown Toronto at Queen and John.

How we Hire

Our people are what make Knix, Knix! Our people are passionate and have a strong belief in our mission. Our people are naturally curious and ambitious by nature. Employees feel respected and supported at Knix. We take an inclusive and equitable approach offering the same interview experience to every candidate we meet with. Knix is an equal-opportunity employer, we celebrate everyone and their intersecting identities. We know and believe that diverse and inclusive teams empower us to make better decisions and inspire innovation so that we can better serve our customers and community. We are committed to providing reasonable accommodations and will work with you to meet your needs. If you are a person with a disability and require assistance during the application process, please don't hesitate to reach out! We celebrate our inclusive work environment and welcome members of all backgrounds and perspectives to apply.

[APPLY](#)

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
