

직무정보 및 기타 안내사항

Job Description

1. Assisting in Research and Analysis:

- o Conduct market research to identify trends, competitor products, and customer needs.
- o Analyze data and compile reports to assist in product development decisions.

2. Product Design and Prototyping:

- o Assist in brainstorming and conceptualizing new product ideas.
- o Help in creating sketches, wireframes, and prototypes.
- o Support testing activities.

3. Project Support:

- o Assist in project planning and management activities.
- o Coordinate with various departments (e.g., Sales, Marketing, Logistics, Admin) to ensure smooth product development processes.
- o Prepare documentation and presentations for product development meetings.

4. Testing and Quality Assurance:

- o Participate in product testing and quality assurance activities.
- o Document and report any issues or bugs found during testing.
- o Suggest improvements based on testing results and user feedback.

5. Collaboration and Communication:

- o Work closely with product development team and design teams.
- o Attend team meetings and contribute ideas and insights.
- o Communicate progress, challenges, and results to the product development team.

6. Administrative Support:

- o Perform administrative tasks related to product development projects.
- o Maintain project files, records, and databases.
- o Assist in organizing and scheduling meetings

7. Learning and Development:

o Involve in product planning, production management, and research U.S. market trends and ingredients through social media (e.g., TikTok, Instagram).
o Participate in training sessions and workshops provided by the company.
o Seek feedback and actively work on improving skills and knowledge.
8. QC and Warehouse Related R&D Tasks:
o Manage product quality control and inspection.
o Coordinate between the R&D and warehouse teams

Memo
<ul style="list-style-type: none"> ● Accommodation We do not provide room and board. ● Residential Area Many people use www.heykorean.com to find roommates. It is advisable to look for places in Flushing, between 150th Street and 165th Street, North or South of Northern Blvd. Since prices vary depending on the room's dimensions and size, I recommend checking the site listed above for specific details. ● Commuting Carpool We plan to set up a carpool for mornings and evenings. The carpool cost will be around \$40 per week, payable directly to the driver. The address above is provided for carpool purposes. Additionally, because the area is densely populated by Koreans, it should be convenient for accessing Korean restaurants and buses. ● Meals Twice a week, on Mondays and Wednesdays, the company provides breakfast. Every week on Friday, lunch is provided by the company. If you are unable to bring your own lunch, the company offers free instant noodles and pre-cooked rice. ● Changing Visa Status to Different Visa The company does not guarantee a change to a different visa type after the expiration of the J1 Visa period. ● Company Relocation The current company address is 19 Harbor Park Drive, Port Washington, NY 11050 and we are planning to move to a new building towards the end of 2024. The new building, which is currently under construction, is located at 235 Pinelawn Road. Melville, NY 11747 The new office building will be a shared space where Absolute New York and its sister company, Nicka K New York, will be relocating.