



MGI LUXURY GROUP Sàrl

TITLE: **Product Management Coordinator, 100 %**

DEPARTMENT: Product Management

REPORTS TO: Senior Manager, PDPM

MGI Luxury Group, located in Bienne, Switzerland, is an international and innovative company of Movado Group, Inc. which is a prestigious manufacturer and marketer of luxury and fashion timepieces under the Movado, Concord, EBEL, Olivia Burton, MVMT, Hugo Boss, Coach, Lacoste, Tommy Hilfiger, and Calvin Klein brands. Our products are recognized for their competitive edge in the luxury/fashion market. The working environment of Movado Group, Inc. is entrepreneurial, people-oriented, dynamic, and fast-growing.

To reinforce our Product Management team, based in Bienne, we are looking for a:

Product Management Coordinator (100%) – 3 months

JOB PURPOSE

This position is responsible for assisting the Product Manager throughout the new product development process, from line plan to watches first delivery on the market. Your project management skills, communication skills, and attention to detail, will be instrumental in delivering new products successfully on time, at the right cost, and quality level required.

JOB RESPONSABILITIES / ROLES

- Assist in day-to-day management, administrative work, and overall project management.
- Administrative work: Monitor and maintain follow-up documents and data base (Excel spreadsheet, Backbone, SAP...).
- Continuously communicate with internal partners: Marketing, Engineering, Quality Assurance, Finance, Master Data Management, Finance and Supply Chain.
- On-going communication with external partners, alignment on deadlines/deliverables, esthetics, and costs along the process.
- Products samples management and storage.

SKILLS AND EXPERIENCE

We are looking for a dynamic, energetic, and proactive team player who is flexible, can work autonomously and is focused on delivering results.

Required experience:

- Minimum 1-3 years in equivalent position
- Experience in project management

Required knowledge:

- Fluent in French and English.
- Proficient knowledge of Microsoft Excel, knowledge of SAP is an asset.

Required competencies:



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- Rigorous, excellent sense of organization, coordination, and priorities.
- Analytical skills and decision-making skills.
- Strong communication skills, both written and verbal, with the ability to build internal and external relationships and to collaborate effectively with cross-functional teams.
- High degree of customer focus.
- High energy / Strong Work Ethic.
- Influence and negotiation skills.
- Results-oriented.
- Ability to work in a fast-paced environment and adapt quickly to changing priorities and deadlines.

WHAT WE OFFER

- A dynamic, respectful, and international environment
- A supportive and positive team
- Flexible working hours
- Hybrid working (2 days home office per week)
- Health insurance contribution
- Competitive pension plan
- Central location, close to the train station

If this position motivates you and your skill set matches this job description, then we would like to hear from you! Please send your application and CV to bsaidah@mgiluxury.com.

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For more information about our company, visit us on www.movadogroupinc.com