

TOMY INTERNATIONAL, INC.**JOB TITLE:** Associate Project Manager - The First Years**DEPARTMENT:** Project Management**REPORTS TO:** Project Manager/ Director of Cost Engineering & Project Management

TOMY (www.tomy.com) is a leading global designer, producer and marketer of a broad range of innovative, high-quality toys sold to preschoolers, youths and adults. TOMY's mission is to make the world smile. We never take for granted the role our products play in the lives of children and families. We want to build trust and loyalty by manufacturing high quality products that delivery safety and value.

Overall Summary:

Bring product to market by aligning development teams and activities to achieve product development milestones. Ensure business needs, design intent, manufacturing parameters and quality standards are planned for and accomplished on a project by project basis. This role will drive product launches by meeting or exceeding critical deadlines with the highest level of quality at the lowest possible cost.

Duties and Responsibilities:

- Ensure project documentation is current and regularly communicated to the team in weekly milestone meetings. The Associate Project Manager assigns tasks to the development team, monitors progress, creates contingency schedules and elevates concerns to the Director of Project Management.
- Liaise cross functionally to ensure that product meets functional specifications, licensor standards and safety requirements. Coordinate approvals with respective stake holders throughout development. Verify necessary changes are communicated to responsible party and executed.
- Manage and improve the New Product Development process on existing product refreshes across multiple categories.
- Collaborate closely with Hong Kong product engineers to ensure concept phase and production phase align. Identify communication shortfalls and schedule regular conference calls with HK Staff to resolve issues in a timely fashion.
- Manage item set up and project number assignments.
- Process model costs, product unit cost and tooling costs as received from HK Production Engineering. Approve via business lead, account for these costs in profit and loss statements.
- Ensure that all outsourced work is quoted and approved prior to work performed. Verify that potential expenditures are in line with proposed budget. Create purchase order requests and track these expenses with the help of the finance team.
- Negotiate competitive pricing with vendors and external partners.
- Partner with Marketing Managers to secure Licensor approvals by collaborating throughout development.
- Work with Marketing and Design Teams to coordinate the timely creation and placement of development models, photography models and presentation models.

Education and Experience:

- 1-3 years' experience in project management in a consumer product or entertainment industry
- BS or equivalents
- Ability to facilitate diverse functional teams and forums and influence action
- Leadership Skills
- Planning Skills
- Product development and manufacturing knowledge essential
- Knowledge of Microsoft Office is essential; Knowledge of Adobe Suite is a plus.

We offer a highly competitive salary and benefits package. If interested and qualified, please email a cover letter with resume to hr@tomy.com