Job description

Job Description – Executive/Sr. Executive- New Product Development

Department- Research & Development / New Product Development

Location- Pune

Reporting To- Managing Director (Interim)

Experience: 2-5 Years

Budget: 5-7 LPA

Company Description

Xolopak India Ltd is a pioneering company in manufacturing sustainable consumable products for HORECA, Bakery and Home/Personal care industry in India. We operate in B2B and institutional business within this segment and have a pan India presence. Our products include single use wooden cutlery, ice-cream sticks and spoons, cake bases, speciality papers, luxury napkins etc. Our prestigious customers include some of the largest brands in the food and ice-cream industry.

Job Summary

The Executive/ Sr. Executive – New Product Development will support the end-to-end product development process, from concept generation to product commercialization. The role offers exposure to market research, product formulation, cross-functional coordination, testing, documentation and project management. They will work closely with R&D, Marketing, Quality Assurance, Manufacturing, Procurement and Supply Chain teams to ensure successful and timely product launches.

Key Responsibilities

- Assist in the development and execution of new product development projects.
- Conduct market research and competitor benchmarking to identify emerging trends and customer needs.
- Support product concept generation, feasibility analysis and business case preparation.
- Coordinate with cross-functional teams to ensure timely execution of development activities.
- Participate in product trials, validation, pilot batches and production scale-up activities.
- Prepare and maintain product development documentation, specifications, technical reports and project trackers.
- Monitor project timelines and follow up with stakeholders to ensure milestone completion.
- Assist in product costing, raw material evaluation and vendor coordination where required.
- Support regulatory compliance, quality standards and documentation requirements during product development.
- Analyze product performance, customer feedback and post-launch data to recommend improvements.
- Present project updates and findings to management as required.

Required Skills

- Strong analytical and problem-solving abilities.
- Excellent oral and written communication skills- experience communicating with international stakeholders or business partners will be an added advantage.
- Willingness and flexibility to travel domestically and internationally, as required.
- Knowledge of financial modelling will be a significant advantage and will strengthen an application.
- Ability to manage multiple products or projects concurrently, with meticulous attention to minute details.

- Ability to prepare structured project reports by assimilating information from multiple sources, including standard templates, market reports, AI tools and web references.
- Good understanding of product development processes and project management principles.
- Proficiency in Microsoft Excel, PowerPoint and Word.
- Ability to coordinate with multiple stakeholders and work in cross-functional teams.
- Strong organizational and time management skills.
- Learning agility with a proactive approach to taking ownership.
- Knowledge of data analysis and market research techniques is an advantage.

Key Competencies

- Innovation and creativity
- Customer orientation
- Attention to detail
- Collaboration and teamwork
- Planning and execution
- Adaptability and continuous learning
- Result orientation

Xolopak India Limited is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.