

# **Talon International Inc.**

Position: **Research and Development Assistant**  
Department: Research and Development  
Report to: Research and Development Manager  
Location: Van Nuys, CA

## **Job Description**

- Perform product applications and processes as they relate to the company's three divisions including, trim, zippers and stretch technology (training will be provided)
- Perform internal product performance testing and record test data in company system as required (training will be provided)
- Maintain organized office space and samples library
- Communicate with team members, both internal and external, regarding ongoing projects
- Travel to local customers, suppliers as well as run errands as required
- Additional duties as assigned by the Research and Development Manager

## **Job Requirements:**

- At least 3 years relevant experience
- General understanding of garment construction
- Self-motivated and ability to work with minimal supervision
- Strong verbal, written, and interpersonal communication skills and able to interact effectively with all levels of personnel
- Good computer skills including Excel, Word, and Outlook
- Good command in spoken and written English