



Total Solutions for Security Professionals

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## **JOB DESCRIPTION**

### **POSITION OVERVIEW**

As the Junior Product Manager, you will manage product lines for the entire product life cycle. Responsible for building product portfolios by expanding the product lines and developing contiguous market opportunities. You will work closely with Sales and Marketing to define market strategy and target customers. You will also serve as the internal/external liaison for the product lines you manage by working with your sales channel and key customers.

### **ESSENTIAL JOB FUNCTIONS**

- Manage the entire product life cycle from strategic planning to tactical activities, which includes product specification selection, communication with manufacturer, product launch, introducing products to internal partners, and partnering with Marketing and Sales teams to increase the profitability of products for the company.
- Develop and execute a company-wide marketing campaign/plan that includes executing our annual catalog(s) and website in partnership with Marketing and Sales.
- Specify market requirements and needs for current and future products by conducting market research
- Coordinate product informational charts such as SKU Numbers, specs, price, key features, graphics, and marketing topics.
- Responsible for Yearly and Monthly data report analysis with daily promotional reports and survey results
- Analyze inventory control and follow up on back up fulfillment and cancellations.
- Manage vendor and product selection and all aspects of ongoing vendor relationships from performance to cost management and customer targeting.
- Track all vendor purchase orders for each item to ensure promised delivery date are updated in NetSuite.
- Evaluate risks of inventory shortage and monthly supplies
- Perform other duties as assigned.

### **ESSENTIAL REQUIREMENTS**

- Ability to manage products for the entire product cycle.
- Ability to communicate clearly and concisely (written, oral and presentation skills)
- Ability to pro-actively plan, schedule and execute multiple tasks simultaneously
- Ability to respond to inquiries and/or technical support in a timely and effective manner

- Computer proficiency including Microsoft Office (Word, Excel, Powerpoint, Sharepoint, Outlook)
- Bilingual a plus!

#### **OTHER REQUIREMENTS**

- Willing and able to work additional hours when needed
- Bend, lift, open and move product and related office items varying in weight up to 30lbs

#### **EDUCATION**

- 2+ Years of professional experience in Product Management or related areas
- A Bachelor's Degree in Computer Science, IT/ Network, Engineering or related field