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# Example of Assistant Category Manager Job Description

Our company is searching for experienced candidates for the position of assistant category manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for assistant category manager

* Manage relationships with key internal stakeholders and deliver increasing standards of customer service through continual review and improvement to processes
* Support the SBS Category Manager to deliver the supplier positioning strategy
* Take full ownership for a small group of suppliers including product listings and profitability circa £2-3m
* Support the Category Manager with buyer level admin duties eg.g ensuring that terms documents and trading agreements are up to date and correctly documented on the rebate systems
* All related support, direction and advice to all internal and external parties for the above related
* Strong partnering with Regional CCSD and regional Managers
* Marketing expense control
* Assist on the range direction & creation for Running/Walking for Emerging Markets
* Develop high market intelligence through a close relationship with the sales managers, data analysis and trend monitoring
* Execute quality go-to-market plans and presentations to communicate strategies to stakeholders

## Qualifications for assistant category manager

* Business planning and implementation experience project management
* Bachelor’s degree in Business, Retail or Marketing
* Minimum of two years experience in an eCommerce environment
* Robust analytical skills and insightful in turning data into action
* Previous exposure to marketing or consumer facing role
* A passion for business