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# Example of Assistant Product Management Job Description

Our company is searching for experienced candidates for the position of assistant product management. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant product management

* Provide operational supports and working with Tech to ensure smooth platform for overseas stock trading
* Maintain technical documentation and implement updates on regular basis
* Own the product label creation and updating process
* Administration and coordination of global adaptation of the Electrical Heating technical documentation
* Coordination of the WEB and marketing projects
* Understand market requirements, and bring products accordingly
* Take customer feedback to measure success of products
* Organizing and arranging schedules, calendar management, extensive global and domestic trip planning, expense processing, meeting scheduling (both in person, telepresence and conference calls), and various other events
* Managing all types of daily correspondence to ensure professional, accurate and timely response and appropriate prioritization
* Support teams in planning and execution of internal and external events, including scouting locations and coordinating scheduling, accommodations, AV needs and catering

## Qualifications for assistant product management

* Minimum 5 years of working experience in wealth product
* Experience in project management for online and mobile Securities Trading Services
* Able to work independently, under pressure and must be a fast learner
* Familiar with Agile model and immediate availability is an advantage
* Wirtschaftsmatura, Kaufmännische Lehre or similar background
* At least 2-3 years relevant work experience in a similar role in the Banking Industry