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# Example of Assistant Product Management Job Description

Our company is looking for an assistant product management. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for assistant product management

* Manage the formatting, uploading, testing and quality assurance of digital content across variety of formats
* Maintain the quality and consistency of our websites and digital platforms
* Support the writing and graphic design of pieces in collaboration with the global digital and content marketing teams
* Coordinate with regional stakeholders and overseas team members to ensure smooth launch of digital marketing initiatives
* Measurement, interpretation and reporting of digital campaign results to key stakeholders
* Monitor digital marketing budget and provide ad-hoc marketing support to other team members if necessary
* Plans and coordinates Technology Division activities (drug substance and drug product development, commercialization and product management activities) on either a global or regional basis for assigned projects, with minimal guidance from supervision, to assure timely development, registration and commercialization of drug products
* Represents the Technology Division on global and regional project teams to contribute divisional input on product development or commercialization strategy and tactics
* Leads and coordinates the evaluation and selection of appropriate organizations for development and commercial manufacturing activities and recommends selections to senior Technology Division management (either globally or regionally)
* Identifies opportunities for improvement of business and technical processes within the regional or global PPM function or generally for the Technology Division

## Qualifications for assistant product management

* Talent Leadership
* Lead Small Commercial Customer Offering
* Higher education in economics, office management or a technical field
* Several years of experience in a similar role within an international environment is a must
* Business fluent English and German, both spoken and written, additional languages are a plus
* Minimum 5 years' experience as administrative assistant or office coordinator role