Downloaded from <https://www.velvetjobs.com/job-descriptions/associate-product-specialist>

# Example of Associate Product Specialist Job Description

Our company is hiring for an associate product specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for associate product specialist

* Coordinate and chair Front Office/transition meetings, duly minutes and actions followed to completion
* Respond to automotive application and basic fit/ function/ quality inquiries received via Technical Resource Center assuring that world class service performance targets are maintained
* Document all quality and coverage concerns
* Document/track product returns & evaluations
* Evaluate product returns for basic quality and installation concerns
* Meeting with clients to offer and review trade products including loans, and classical trade products
* Support the GCB Banker preparing proposals, running pricing model, and quoting new deals
* Reply to client inquiries related to trade transactions
* Respond to issues related to trade transactions
* Reviews PQR documents and reports to ensure their completeness, accuracy, consistency and compliance with regulations

## Qualifications for associate product specialist

* Enjoy and work well in a team environment
* Bachelor's degree (or equivalent) in economics, finance or business administration preferred
* Provide holistic Emerging Markets Fixed Income (FI) coverage for the Private Bank, covering groups across regions
* Perform credit analysis on Sovereign and Corporate Credits in Emerging Markets countries, including modeling corporate or sovereign credit fundamentals
* Maintain current analysis of macroeconomic fundamentals of Emerging Market Economies and provide recommendations on client exposure and asset allocation, including internal and external client presentations
* Attend and provide advice as Emerging Markets Fixed Income Specialist in Client Meetings