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

# Example of Product Assistant Job Description

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

## Responsibilities for product assistant

* Select products to be featured on the website and in marketing and press activity
* Create and maintain additional custom lists of product for all marketing activity
* Update, maintain and merchandise edited custom lists of product for our permanent occasion section Dress Me
* Assist with the set up and running of private sales, special events and clearance sales
* Update and maintain ‘Wear it With’ recommended products across the websites
* Assist the Product Merchandising Manager with monthly trend and promotion planning
* Support the process of material sourcing, development and prototyping alongside the coordinator and in partnership with design
* Assist in management of sampling technical packs including loading information on to the PLM system
* Manage A&P expenses
* Manage process and flow between production, design and editorial

## Qualifications for product assistant

* Must possess clear and concise business writing skills
* Must be able to demonstrate strong communication skills with R&D personnel, all levels of management of Marketing, Sales, and Education, Packaging, Creative and Copy teams
* 4 year related Degree
* Minimum of 1-3 years experience as an Assistant or Associate Product Manager in a corporate retail apparel environment
* AS400, Tradestone, WebPDM a plus
* Understanding of Domestic and International Sourcing