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. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for product assistant

* Assisting with campaign briefing and managing process through to delivery
* Continually assist with reporting on performance and optimization of promotional areas on site
* Work with merchandising team to ensure product selection correctly represents the customer and region
* Support Site Management team to ensure our sites is best representing the brand and best suiting the customer
* Set up and manage basic personalisation tests using CMS
* Maintain personalisation roadmap
* Monitor upcoming brand launches
* Proactively compare competitor sites and identify new developments in the market
* Complete seasonal review of samples as needed to ensure product compliance through quality and labeling
* Maintain records retention of all QA documents related to soft lines, including regularly scheduled records reviews

## Qualifications for product assistant

* Medical/pharmaceutical marketing experience 1-2 years, 2-3 years sales experience is a must
* Ability to work under pressure in an environment of constant shifting priorities and changes
* Research, build and update competitive feature and spec comparisons
* Research automotive market trends and create presentations to educate the agency
* Create and maintain internal information databases
* Manage accolade grid with account team