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# Example of Product Specialist Job Description

Our company is hiring for a product specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for product specialist

* Serves as product subject matter expertise for HVAC products and provides education, training and consultation on product issues to customers and distributors
* Monitors and reports market trends identified while in the field and represents voice of the customer
* Research and bring new product to market in a timely manner
* Ability to manage efficiently multiple projects
* Manage the administration of orders, production planning and scheduling including maintaining inventory availability for the assembly of products
* Participates in the development and implementation of Sales Planning & Analysis policies and procedures and oversee document continuance
* Provide recommendations to management regarding sales programs, department initiatives and efficiencies, sales & marketing policies, and/or company policy
* Act as liaison between departments/divisions at all levels of management for pre-launch and sales program planning
* Primary contact for historical research requests on sales program and product lifecycle information
* Assists in the coordination of projects, including preparing and maintaining project plans, reports, and status updates

## Qualifications for product specialist

* Liaise with Sales to ensure that prospects' feedback is captured and acted on as needed
* Ability to communicate and work with a variety of people in different departments
* Energetic and hardworking with a can-do attitude
* Average to Good command of English and Mandarin
* Technical experience with significant product and business acumen
* Ability to work independently as part of small team but also navigate a larger, more complex organisation