



Example of Assistant Product Manager Job Description

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Our company is searching for experienced candidates for the position of assistant product manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for assistant product manager

- Develop and execute strategic marketing plans for products in your portfolio that are innovative and on brand
- Manage the annual budget for respective products and programs
- Coordinate with Sourcing to sample according to global sourcing strategy
- Assist in the approval process during pre-production
- Assist with the development of presentations, program overviews, recaps, and other materials for internal meetings and presentations
- Create and maintain seasonal files
- Administer weekly reports
- Maintain sample rack
- Manage outgoing and incoming international packages
- Assist in the creating of a PRD (product requirement document) format that serves cross functional team needs

Qualifications for assistant product manager

- 2 plus years' experience in Product Development or related field
- Post Graduates with 1-3 years' work experience, preferably in Product Management in BFSI or Insurance Industry
- A degree in economics, management engineering, statistics or other scientific study roads

- Be available for national and international transfers
- Bachelor's Degree in Fashion Merchandising, Marketing, Business or equivalent work experience