



Example of Category Associate Job Description

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Our innovative and growing company is looking for a category associate. 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 category associate

- Drive awareness of the commercial agenda within the brand team and the greater marketing group
 - Manage commercial budget and invoicing/accounting
 - Determine when to engage Category Manager for other supplier options if Preferred suppliers not finding candidates and we need to expand search
 - Engage Contractor Manager for issues unrelated to staffing an open role ex Bait and switch contractor wasn't paid Client named on job posting, PO payment issues, contractor wants raise
 - Conduct monthly Account review with Leads key metrics like, Normal TWOs, PSL usage
 - Ensure and deliver compliance with regional/country Legal regulation on financial, service, reliability, quality, innovation, and growth commitments
 - Partner with the Portfolio Strategy & Planning and Category Strategy team to create, develop and adapt the company's Category growth vision to drive frequency
 - Partners with local procurement operations leadership to execute strategy at the regional/local level.
 - Responsible for feedback and process improvement for all e-sourcing activities
 - Supports Commercial Council through appropriate communication channels (informing and requesting feedback)
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- Proven experience solving and communicating complex marketing strategies to cross- functional partners
- Relevant experience in marketing, finance, sales, media, or communications
- Experience working with retail industry or food and beverage a plus
- Integrate & coordinate for CPW Switzerland – in close cooperation with Key Account Management - the tasks of planning, monitoring and management of Revenues and Spend per customer in order to achieve total category targets
- Act as the Breakfast Cereals category expert & champion, Design of POS composition, promotional strategy & evaluation and compose trade selling stories (for annual business plan and New Product launches)
- Previous experience in plant operations, utility field operations, finance or business administration