



Job Description

Job Title: Product Development Product Line Manager	EEOC Job Classification: Administrative Support <small>Equal Employment Opportunity Commission</small>
Department: Purchasing	Pay Grade:
Reports to: Director of Procurement	Fair Labor Standards Act (Exempt/Non-Exempt): Exempt
Revision Date: 10/7/2020	Schedule/Hours: 8 am -5 pm, Monday-Friday, can be work from home or in office in West Jordan, UT

Purpose and Scope of Position (concise statement of the general duties and responsibilities that make the job unique):

Develop new product lines that can be produced start to finish from factory partners. Proficiently work with vendors and internal staff to determine product details and pricing. Execute process from idea to delivery. Keep pulse on products for update, adjustment and to keep relevant and on trend.

Key Responsibilities

Market research on market needs, specifications and price points
 Source products direct from overseas that are finished available for resale
 Work with the sales team and customers to provide product ideas and quotes
 Ability to source domestically and internationally
 Negotiate pricing agreements with vendors
 Correspond with vendors and respond to inquiries
 Travel to tradeshow as necessary to seek out ideas/vendors
 Other duties, not listed, may be assigned.

Essential Skills

Knowledge of sourcing practices domestically and internationally
 Knowledge of business cultures throughout the world
 Sound judgment; initiative; flexibility; detail-oriented
 Professionalism
 Strong oral and written communication skills
 Education/background in textiles, webbing, printing and plastics
 Promotional product industry experience
 Product development experience
 Strong in project management
 Graphic / spec. drawing capabilities (CAD)
 Bi-lingual (English/Chinese) a Plus
 Knowledge of relevant computer applications

Essential Competencies (Knowledge and Abilities)

Microsoft Office
Microsoft GP
Excellent attendance record

Required Experience

At least two years' experience in product development/sourcing/purchasing and/or an equivalent combination of training and experience.

Language Requirements

English, Chinese is a plus

Education and Training Requirements

Bachelor's Degree in business, marketing, international business or related field

Physical Demands

Ability to sit / work at a computer for 8 hours at a time

Work Environment

Computer workstation

Professional License Requirements

None

Other Requirements

Preferred Skills, Experience, Education/Training and/or Competencies

NOTE: This job description is not a contract between SnugZ USA and the employee. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee and thus SnugZ USA may request the employee to perform additional activities, duties and/or responsibilities. SnugZ USA reserves the right to change this job description at any time.

Required Signatures

Employee:

Printed Name _____
Signature _____ Date _____

Manager / Supervisor:

Printed Name _____
Signature _____ Date _____

Executive Team Member

Printed Name _____
Signature _____ Date _____

