



Associate Product Market Manager

Job Code PMG-045	Job Department	Job Location Saint Joseph
Reports To Director of Product Management	FLSA Status Exempt	

Position Summary

Associate Product Manager supports managing multiple product categories within the Hillyard Brand. This position is responsible for product analytics and reporting, and works directly with Product Management and other departments to facilitate product performance improvement and cost reduction and work cross functionally with all related departments.

Essential Functions

- Support and help manage supply chain relations
- Support Product Managers in all functions
- Train with Technical Service and R&D in field operations
- Manage follow-up on Hils system issues
- Provide innovation ideas to company that lowers cleaning cost and improves results
- Support managing existing product life cycles
- Identification of product launch needs and implementation

Supervisory Responsibility

No

Education

Preferred/Required	Education Level	Description
Preferred	4 Year / Bachelors Degree	Bachelor's degree from a four-year college or university or equivalent experience

Experience

Minimum Years of Experience	Description
2	Two - five years of industry experience

Licenses & Certifications

Preferred/Required	Certification Type	Description
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Qualifications

Qualifications

Strong ability to work with cross functional departments

Understand basic industry chemistry

Must have Janitorial and Sanitation Supplies (JanSan) orientation

Must have competitive research skills

Strong computer skills (Microsoft Office Suite and ERP systems)

Must have excellent presentation skills

Must be able to handle multiple projects simultaneously

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to effectively present information and respond to questions from managers, co-workers, customers and general public.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Competencies

Company Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

Customer 1st Attitude
Concern for Safety
Integrity & Ethics
Pursuit of Excellence/Lifelong Learning
Teamwork

Role Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

Product & Market Knowledge
Strategic Planning
Analytical Thinking

Equipment Used

Equipment	If Other, Please Specify
Computer	
Copier	
Fax	
Phone	

Working Environment

Work is performed in an office setting with a controlled environment.

Travel

Travel Type	Frequency
Same Day	Minimal- Up To 5%
Local	Minimal- Up To 5%
Overnight	Minimal- Up To 5%
District	Minimal- Up To 5%

Regional	Minimal- Up To 5%
Nationwide	Minimal- Up To 5%
Worldwide	N/A

Physical Demands

The Administrative Services physical job demands include maximum occasional lift of 5 lbs from floor to 33 inches; maximum occasional carry of 5 lbs for 200 ft; maximum occasional horizontal push/pull force of 5 lbs; frequent forward reach of 30 inches; occasional lateral reach of 12 inches; occasional reach overhead of 75 inches; occasional bend; constant neck flexion; constant fine motor coordination; constant sitting; occasional standing; and occasional walking. PDC Level: SEDENTARY

Eligibility

Must be legally authorized to work in the United States without restriction.

Must be willing to submit to a background investigation, including criminal history and motor vehicle check.

Must be willing and able to pass a post-offer drug screen and physical.

EEO Statement

Hillyard is an equal opportunity/affirmative action employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Disclaimer

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, travel and activities may change, or new ones may be assigned at any time with or without notice.