



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

Send Resume to: Andrea Aviles aaviles@snugzusa.com

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.