

JOB PROFILE

POSITION	PRODUCT MARKETING EXECUTIVE	DEPARTMENT	MARKETING
JOB GRADE	D	COUNTRY	SINGAPORE, MALAYSIA
LOCATION	SENAI	RESPONSIBLE TO	CATEGORY MANAGER
EMPLOYMENT	FULL TIME	RESPONSIBLE FOR	N/A

MAIN RESPONSIBILITIES:

As Product Marketing Executive, you will be challenged with growing and developing our business in the workplace solutions market.

KEY ACCOUNTABILITIES:

(A) Product Management

- Assist in managing and growing product sections under your care through product selection, pricing management and purchasing.

(B) Supplier Optimization

- Build relevant suppliers for strong backend via increasing marketing contributions & rebates, Price/Purchasing negotiations, long-term growth and relationship.

(C) Market Analysis

- Study market evolution and trends to assist manager in developing high-level strategies and tactics that grow the company bottom line, market share & margin goals.

(D) Campaign Assistance

- Work closely with Customer and Digital Marketing Teams in providing product knowledge and analytical input for campaigns.

(E) Strategy Execution

- Work closely with logistics, sales and other relevant departments for execution and maintenance of strategies and tactics.

SKILLS & QUALIFICATION:

- Business Focus & Self Motivated
- Strong Analytical & Reporting Ability
- Structured with Good Time Management
- Flexible and Creative mindset
- Good Communicator & Negotiator
- Good Team Player
- Preferably a university degree in business administration related field in marketing/sales.
- Sales/Product management experience in Office Supplies/FMCG/Consumer Products markets is a strong differentiator.
- At least 3 years of experience in sales and marketing.
- Fluent in both oral and written English & Bahasa Melayu. Proficiency in Mandarin is an added advantage.
- Highly proficient in MS Office (Excel, Powerpoint, Word, Outlook)
- Some experience in SAP is an added advantage



PASSION



RESPECT



EXCELLENCE



AGILITY