

POSITION TITLE:  
**PRODUCT MANAGEMENT  
ASSISTANT**

LOCATION:  
**DULUTH, GA**

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Product Development
  - Stay up to date with all new developments in products
  - Maintain product master files for all customers
  - Online catalog maintenance
- Constant communication with our current factories in MX and Korea regarding any product-related issues
  - Coordinate agendas for team or customer meetings
- Sample Purchase/Testing
  - Send out new OE samples to Korea for development
  - Send out samples to testing facilities and arrange all processes
- Keep all related files organized, submit invoices to finance department
- Other general office duties as needed

**KNOWLEDGE AND SKILLS:**

- Possess strong computer skills and particularly Excel
- Strong verbal and written and interpersonal communication skills
- Ability to multi-task and coordinate a series of different jobs simultaneously
- Ability to work under pressure and to meet strict deadlines in a fast-paced, changing environment with a high degree of accuracy
- Effectively present information and respond to questions from groups of managers, clients, and customers
- Must have a strong attention to detail and willingness to learn new tasks and be flexible
- Due to the confidential nature of the activity involved with this position, the individual will be expected to perform these duties with a high degree of professionalism and responsibility
- This position has no supervisory responsibilities and will report to the direct manager as needed

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree preferred
- Minimum 2 years of customer service experience preferred
- Fluent Korean and English preferred

**PHYSICAL DEMANDS:**

- Some travel may be required
- May be able to lift 25 – 50lbs

**BENEFITS:**

- Insurance (Health, Dental, Vision) will be paid in full from the company
- Paid Vacation/ Paid Holidays
- Green card sponsorship available, further discussion will be in person

**APPLY NOW**