

JOB DESCRIPTION



Job Title: Component Product Manager

Department: Purchasing

Reporting to: Purchasing Manager

Core Working Hours: 37.5 per week to be worked between Monday and Friday

Key Duties & Responsibilities

1. Proactively keep up to date with the products in your portfolio as they move through their life cycle.
2. Have a thorough knowledge of Products technical specification and compatibility.
3. Create and ensure accurate specifications are maintained on the website.
4. Setting web selling prices to ensure profitability.
5. Actively research our competitors and their relative pricing strategies.
6. Have good attention to detail, be forward thinking and able to spot trends.
7. Monitor product run rates to ensure appropriate stock availability at all times.
8. Be able to make opportunities through building relationships with vendors and suppliers.
9. Effectively negotiate cost prices from a variety of supplier to ensure we are always competitive.
10. Provide support to our internal account managers via phone, email and face to face.
11. Liaise with your line manager and other members of the company on a regular basis to ensure excellent communication and enhanced working relationships to drive sales.
12. Keep your technical skills up-to-date with regard to hardware, components, operating systems and new products.
13. Attend departmental and company meetings.
14. Maintain safe working practices whilst undertaking your working duties at all times. Maintain the highest level of good housekeeping in the office.
15. Undertake any other reasonable tasks as directed by line management.
16. Work flexibly and be receptive and adaptable to a changing environment within a fast-paced Company.

This list is not an exhaustive list of duties and you may be liable to undertake such duties as may be reasonably required of you that are within your capability.

Person Specification

Skills:

- Understanding and experience of managing supply chain strategies
- Strong commercial acumen
- Excellent communication skills
- Strong Attention to detail
- Good at analysing data and spotting market trends
- Ability to work as part of a team
- Be self-motivated and driven to succeed
- Have a good work ethic
- Experience with HTML
- Be able to work under pressure
- Ability to deliver develop excellent working relationships both internally and externally

Qualifications and Experience

- Degree level education is desirable but not essential
- A product management/supply chain or procurement qualification or professional training would be an advantage
- Experience of working in a similar role is essential
- Experience of a similar industry, understanding PC hardware / components

I confirm receipt and understand of the role perimeters for the above post and agree to undertake these duties to the best of my ability.

Name: _____

Signed: _____

Date: _____