



JOB DESCRIPTION

Job Title: Product Specialist

Department: Marketing

Reports To: General Manager, Business & Marketing

Responsibilities

- Responsible for the day-to-day operations activities for product lines under his/her portfolio, which includes Commercial Desktop and All-in-One, display and gadgets.
- Responsible for maintaining price lists, pricing simulations and promotions sourcing.
- Responsible for the development of marketing collaterals like product catalogues, advertisements, and sales kits for salespeople.
- Key presenter and trainer of products under his/her portfolio, and conducting competitor analysis.
- Works hand in hand with sales for the various verticals to achieve business objectives.
- Other duties as assigned.

Qualifications & Experience

Education

- Diploma in Computing or Engineering.

Experience

- Effective communication skills, analytical skills and sound knowledge of the IT industry are key fundamental requirements.
- Good presentation skill, proficient in Microsoft Excel and PowerPoint.