



ASSISTANT PRODUCT MANAGER

Position Summary

A mix of creative design, comparative shopping, and sourcing, this is a dynamic and ever changing position. If you like to have your hand on every piece, you'll excel in this role. The Assistant Product Manager is the perfect opportunity to experience and own all aspects the product life cycle of some of our hottest private brands at Belk. We want to add YOU to our new teams and product lines. Visit <https://www.belkcareers.com/jobs/OurCulture> to learn more about Belk!

Primary Responsibilities:

Sales / Margin:

- Monitor, report, and analyze of sales and gross margin performance by style, classification, and department.

Development / Assortment:

- Shop retail market to identify assortment, incoming trends and pricing opportunities based on competitive landscape.
- Set up and maintain presentation and trend boards, where applicable.
- Prepare materials for merchant line review. Assist in recapping, finalizing, and communicating style placement to cross functional development team, agent, and vendors.
- Assist PM to communicate all target costs and quantities by style and negotiate costing to achieve competitive pricing and strategic mark up targets, as required by business needs.
- Analyze and report development metrics on adoption and hit rate, where applicable.
- Track new packaging label and hang tag requests.

Production / T&A:

- Assist in the management of the time and action calendar to ensure product specifications, quality standards, deadlines and deliveries are met as contracted.
- Partner with cross functional design, textile design, technical design and color teams on all approvals.
- Set up and manage style record and purchase order creation and maintenance; possesses accountable for the integrity and accuracy of all data entered into PLM.
- Support e-commerce with style records creation and maintenance in CARS.
- Work closely with the QC dept to ensure that all products meet all quality and safety standards.
- Order and track advertising samples.
- Review trim charts and ticket approvals.
- Track shipping, communicate issues to Product Manager.

Qualifications:

- Bachelor's degree in related field or equivalent business experience.
- Minimum of 2 yrs experience in product development or its equivalent.
- Excellent written and verbal communication skills.

- Ability to be detail oriented, flexible, self motivated, and be able to lead others.
- Able to see and distinguish colors.

Reports Directly to:

- Product Manager or Associate Product Manager

For reasonable accommodation information for an ADA/AA qualified disability please see Belk Associate Handbook for policy and procedures.

For more information on Belk jobs please visit: <https://www.belkcareers.com/jobs/SearchMerchandisingJobs>