
Assistant Product Manager

Job Description

About the Company

At Hardware Resources we create a family environment in which employees are valued, motivated, and encouraged to reach their full potential. We foster entrepreneurial spirit and imaginative teamwork with freedom to act. Our company offers competitive wages, career growth opportunities, and a generous benefit package that includes PTO (sick time, paid vacation), holidays, 401K, Personal Assistance Program, medical, dental, vision, and life insurance. Hardware Resources is an Affirmative Action/Equal Opportunity Employer, and we are committed to hiring a diverse and talented workforce.

Hardware Resources has its primary facility in Bossier City, LA. We are a leading manufacturer of products for kitchen cabinets, selling to thousands of cabinet manufacturers, cabinet dealer showrooms, and retailers across America. Our products include decorative knobs and pulls, cabinet hardware such as hinges and slides, cabinet organizers, kitchen islands, vanities, decorative wood, and cabinet doors and drawers. We are experiencing significant growth and need to expand our product management team. We offer complete order customization and in house finishing to ensure our customers receive products that exceed their expectations. Come and join our fun-loving and safety oriented corporate culture.

About the Job

Hardware Resources is seeking an experienced, motivated, detail-oriented individual to join our team and become a key contributor to our continued rapid growth. The Assistant Product Manager works closely with our Product Management and Marketing team, and all our departments. This position is an excellent stepping stone for promotion. A significant part of the job is project management, working on new product development, managing marketing campaigns and promotions, communications to sales staff and customers, inventory management, generating reports and analysis, resolving quality issues, and working with our other departments such as Warehouse, Purchasing, Sales, Customer Service, and Finance.

Key Duties and Responsibilities

- Manage projects
- Together with product managers, research, specify and manage development of new products and launch new projects
- Work with sourcing staff and vendors to obtain parts, samples, etc. in a timely manner
- Manage marketing programs and projects, working with our Marketing Communications staff
- Work with Purchasing on inventory and forecasting
- Generate reports and analysis in areas such as product trends, margin reports, quality reports, etc.
- Conduct market research, staying current on industry trends and competitor actions
- First point of contact from Sales and Customer Service on product inquiries

Required Knowledge and Skills

- Very strong project management skills, including excellent organizational and time management skills
- Very strong Excel skills – an absolute requirement
- Experience working with databases and report generation
- General business knowledge of marketing, finance, manufacturing, sales

- Excellent interpersonal skills and experience working across multiple departments
- Self-motivated, results-driven professional who consistently delivers high quality work

Desired Knowledge and Skills

- Marketing experience a plus
- Product management experience a plus
- Quality experience a plus
- Preference given to candidates with industry experience or related industry experience
- Preference given to candidates who are proficient in doing their own home repairs

Education and Employment Experience

- Bachelor's degree in business or a technical field, MBA a plus
- 5+ years working for BtoB companies

Additional Information

- Minimal travel – likely 2-3 U.S. trips a year, possibly 1-2 overseas trips a year
- No relocation is offered for this position and we will give strong preference to local candidates
- All new employees are required to pass a drug screen and background check

To learn more about Hardware Resources visit our website at www.HardwareResources.com

FSLA Status: Salaried Exempt

Location: Bossier City, LA