



# JOB ANNOUNCEMENT

**JOB TITLE: Product Research Associate**

**REPORTS TO: Product Manager**

**ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following. Other duties may be assigned.**

- Outside travel is essential. Will travel with Rotary Sales Force, Product Manager, and Purchasing to meet with Customers & Vendors. Major focus on Mass Merchant units. Minimum one-week travel per month.
- Type memos, correspondence, reports and other documents.
- Works with Product Manager, Marketing Services, Sales Department & Purchasing.
- Performs variety of product research and clerical duties.

**REQUIREMENTS:**

Individual must have knowledge of Lawn & Garden Equipment. Must also be able to use Manufacturer's parts manuals and have a good mechanical aptitude.

Must be PC oriented, Windows based, Excel, Word, and e-mail proficient.

Must be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to measure part dimensions.

Must be able to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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