

Job Title: Product Management Coordinator, Etch

Contract: Permanent

Business Area: Marketing

Location: Newport, South Wales

Primary Purpose of Role

The Product Management Coordinator is responsible for supporting multiple aspects of the sales and product management process. Key activities include:

Sales Support	Generation and supply of overview product presentations. Sample demonstration coordination and overall sample schedule management. System throughput calculation and results presentation with a view to generation of complete system Cost of Ownership information in the longer term. Coordination of system specification responses, quote content guidance. Marketing specification generation and maintenance.
Customer Visits	Agenda generation for 'show & tell' factory visits and live demonstrations, pulling in support from other functions as necessary, with a view to hosting 'show and tell' visits in the longer term.
Product Development	Filtering papers and presentations for relevant content from trade shows and conferences to provide input to the product managers and business unit on the potential direction of the product.
Competitor Analysis	Obtaining and analysing competitor conference papers, presentations and information from the field. Monitoring competitor websites. Generation and maintenance of market-specific competitive position databases.
Market Research	Generating regular digests of web news from target markets.
Collateral Development	Generation and maintenance of summary presentations for target markets and applications.
Upgrades	Assisting the product managers with the upgrades process in the form of served available market and target customer identification. Generating sales pack collateral, with a view to defining pricing and demonstrating ROI in the longer term. Maintenance of system install base database.
Recruitment	Assisting HR by delivering overview corporate technical presentations for recruitment activities.

Key Behavioural Competencies

- Enthusiastic with a positive attitude
- Self-motivated and proactive
- Excellent attention to detail
- Able to work under pressure and to tight deadlines
- Able to work across all levels within the company, and across regions
- Excellent communication skills, both written and presentational

- Open, co-operative, empathetic

Key Responsibilities

The Product Management Coordinator will interact with Engineering and the Product Managers and contribute to the success of the Product line by assisting in the provision of data during the Sales Process and capturing/storing competitive information. The successful candidate may have the opportunity to take on further responsibilities in the future.

Skills and Experience

Some knowledge of Semiconductor Processing equipment would be beneficial but is not mandatory. The Candidate is expected to be familiar with Power point and with Excel spreadsheets. Experience of working in a Capital Equipment organisation would be an advantage.

Qualifications

A Degree in engineering or science related discipline or min 2 years' experience in a related industry would be beneficial though not essential.