



### **Who are we?**

Established in 1983, privately-held Pacific Market International (PMI) designs, manufactures and markets innovative food and beverage solutions designed for busy lifestyles. Our brands in the marketplace are Stanley, Aladdin, Migo, and Slant Collections. PMI is headquartered in Downtown Seattle. We also have offices around the world in Shanghai & Shenzhen, China; Rio de Janeiro & Manaus, Brazil; Manila, Philippines; Amsterdam, The Netherlands; and San Francisco & Bentonville, USA. More information can be found at [www.pmi-worldwide.com](http://www.pmi-worldwide.com). Thanks for checking out our full-time Product Management Assistant role.

### **Position Overview – Seattle Office**

As the Product Management Assistant you are responsible for managing the communications, timelines, and deliverables for all product development projects and special make up programs between the internal graphic design team, operations team, and customers for the Specialty Coffee business unit. With guidance from the Product Managers, you are the driver for all factory samples, product prototypes, and customer approvals. In addition, you will coordinate any collateral materials associated with product development and product presentations.

### **You'll:**

- Be responsible for coordinating printed packaging, graphic applications on products, and all other artwork applications required by the customer.
- Be the sample lead for key customers. Ordering, preparing, and securing customer approval on samples, maintain them in Agile and other required customer spreadsheets, and manage samples on and offsite.
- Drive new treatments and finishes working with the Product Management and R&D teams.
- Support Product Managers with market & trend research.

### **As the Product Management Assistant we ask that you bring:**

- Strong interest in consumer products, visual merchandising and graphic applications.
- Ability to take initiative and prioritize tasks; good time-management, organizational, problem-prevention and problem-solving skills.
- Has a proven track record of effectively communicating with business teams and customers.
- Flexibility and willingness to adapt to changing business needs and deadlines.
- Prior experience working directly with product management, sales, and graphics departments.
- Solid knowledge of Microsoft Word, Excel, PowerPoint.
- Proficiency in Adobe Creative Suite, particularly Photoshop, is a plus.
- Oracle Agile experience preferred.
- 4 year degree required.
- 2-3 years of experience in the consumer goods industry or project management preferred.

### **Comprehensive compensation and benefits package including 401(k) plan.**

Help us build our success story today. Please apply by contacting PMI at: [resumes@frontiertalent.com](mailto:resumes@frontiertalent.com)

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