



Job Description

<i>HR</i>		<i>Compensation</i>	
Job Profile Name	Function	FLSA Status	Grade
Product Planning Specialist	R&D		P3
<i>EEO</i>			
Job Code Number	EEO Code	Census Code	Workers Comp Code

<i>To Be Completed by Manager</i>			
Job Title	Product Planning Specialist	Request Date	
Business Title (if applicable)		Organization	PESNA

Job Summary/Basic Function:

The position will identify new sales opportunities and work as a liaison between the sales team and the factory planning team to implement product development to support growth. The position is responsible for researching and assisting in the development of new products. Responds to company initiatives by working with Product Development and Product Planning teams to drive new products to meet customer needs. In this position, the Product Planning Specialist will work with individuals from across the company to identify and define target market segments, market requirements, key business strategies and the competitive environment for our niche portfolio.

Key Accountabilities:

% of Time	Accountability
	<u>Responsibilities:</u>
40%	<ul style="list-style-type: none"> Develop concrete new product ideas by utilizing the development process and present them to upper management during product planning meetings. Also work directly with the sales team to ensure understanding of their new product proposals and specifications in order to assist Product Engineering with feasibility studies, acceleration of the product development process and ultimately the realization of the new products. This could include working with other internal or external companies
20%	<ul style="list-style-type: none"> Develop appropriate IAQ product solutions by utilizing knowledge of market trends, building codes (ASHRAE standard), ENERGY STAR requirements, Building Science, housing structures etc. in order to maximize the overall efficiency of the entire HVAC system.
15%	<ul style="list-style-type: none"> Develop an understanding of the company's cost structure, analyze the development cost for each new product and take appropriate action to work to maximize our company's profit. Work to understand how to manufacture the products with the production process and equipment
10%	<ul style="list-style-type: none"> Monitor our competitors' strategy/direction by reviewing their new product information from HVI/Energy Star directory etc., identify gaps/opportunities in order to strengthen our development strategy.
10%	<ul style="list-style-type: none"> Periodically conduct field customer visits and conferences/trade shows in order to review our existing products and to determine potential demand.
5%	<ul style="list-style-type: none"> Provide UPC code and packaging list for the master registration of new products to the sales company

Basic Qualifications

Scope:

- Reports to the Product Planning Manager

Education & Experience:

- Minimum 3 years of experience in new product planning or development. Strong background in HVAC or building science industry preferred.
- Min. BS degree in engineering or science (MS preferred)

Competencies:

The ideal candidate will exhibit the following traits:

- A full understanding of the requirements of new product development from concept to launch; familiar with working within a formal product development process
- Effective project management skills (i.e. project scheduling, resource allocations, risk management, etc...); demonstrated ability to lead/manage/work effectively on cross-functional teams.
- Extremely detail oriented, organized, and able to manage multiple priorities and meet deadlines.
- Proven problem solving skills
- Self-motivated, conscientious and solid work ethic
- Strong, disciplined, decisive, business oriented, leader
- Innovative; customer focused
- Proactive; action and results oriented; operates with a sense of urgency
- Positive attitude; embraces new learning and self-improvement.
- Sound business acumen.
- Strong computer skills (MS Word, Excel, PPT, Project)
- Familiar with basic statistical techniques.
- Comfortable with change, and ability to lead change.

Communications:

- Strong interpersonal, verbal, written, and presentation skills; ability to promote team interaction and team motivation.
- Bilingual capability (English/Spanish) is preferred
- Proven ability to communicate with different functions of the organization, different levels of staff, colleagues in overseas and external partners

Other Requirements:

- At least 6 month training with NJ office will be required
- Travel to San Diego once every other month may be required
- May need to work for factory in San Diego/Mexico in the future
- Some domestic travel may be required (20 to 30%) to meetings, trade shows, events and customer locations

Approvals (Name and date required and may be typed)

HR BP	Name	Date