**Company Overview**

Tempo is a premier supplier to the home appliance market place in US, Australia, New Zealand, the United Kingdom and Europe. We have offices in USA, Australia, Northern China, the UK and Europe. We employ over 175 staff to manage a suite of in-house services to ensure we deliver to our clients a reliable and trusted service.

In the last 20 years, Tempo has become a leading service provider in our market space. Tempo currently has 600 active items in our showcase ranging across such categories as: Audio Visual, Kitchen, Household, Floorcare, Food & Beverages Whitegoods, Cooling, Heating and Personal Care. Tempo has a strong and enviable relationship with a supplier list of 300 manufacturers across the globe. Typically, our supply partners are recognized internationally for producing on behalf of the leading brands worldwide.

Our company structure is focused on providing an in house service for sourcing, producing and delivering goods, both on budget and on time.

**Product Manager (Import Business)**

**Job Description**

Tempo is seeking a Product Manager (Import Business) to support our National Sales Manager. The candidate will be responsible for assisting with all aspects of the manufacturing (in Far East) and sales process. This includes order follow up, market research, and administrative support.

We are looking for an enthusiastic and data-driven individual, who can manage numerous supplier relationships to ensure strict deadlines and high expectations are being met.

The ideal candidate has 2+ years’ experience in a similar industry, has an excellent track record for successfully managing multiple priorities simultaneously, and has a very strong background in Excel.

**Responsibilities**

* Liaise with suppliers to collect detailed product information, including specifications, images, and samples
* Completion of detailed sales documents, including pricing forms
* Drafting of purchase orders and processing paperwork/invoices for all order related costs
* Communicate with customers regarding all aspects of current inquiries and orders
* Manage products throughout the product lifecycle, including packaging collateral/displays and owner’s manuals
* Manage multiple customer orders with international manufacturing partners ensuring all scheduled deadlines are met
* Coordinate with testing labs for pre and post production testing
* Responsible for detailed market research including weekly visits to selected retail stores
* Follow up on Amazon online account management

**Job Requirements**

* Bachelor’s Degree and/or 2-4 years’ experience in manufacturing, marketing and sales support required.
* Excellent communication skills at all levels, both written and verbal (English). Preferred if any Chinese and or German language skills are available.
* Must be an extremely organized self-starter with the ability to get the job done on time and with little supervision.
* Must be able to proactively prioritize and multi-task.
* Must be extremely proficient in MS Office, with a strong emphasis on Excel.

**Compensation**

* Negotiable, dependent on experience
* Employee Benefits Package: Health Insurance, Holidays and Vacations Benefits
* Full-time 40 hours a week

We only consider applicants who have a valid work and residence permit in the USA.

**Have we awaken your interest and do you feel addressed? Then we look forward to receiving your application!**

Please email your application documents to:

Tempo (USA) PTY Ltd

Christian Chmura

E-Mail: [christian.chmura@tempo.org](mailto:christian.chmura@tempo.org)

<https://tempo.org/>