



ASSOCIATE PRODUCT MANAGER

DIVISION:	USA	JOB CODE:	5100
LOCATION:	Corporate	JOB FUNCTION:	Product Mgmt.
DEPARTMENT:	Sales - Graphite	FLSA STATUS:	Exempt
REPORTS TO:	Global Product Manager	EFFECTIVE DATE:	07/22/2025

JOB SUMMARY

Assist and support Global Product Managers in the development and deployment of strategies, innovate solutions, and execution of company initiatives to increase product profitability and market penetration in the global aluminum market. Evaluate and distribute product financials, performance metrics, and marketing collateral, perform project management functions, and design and deliver product presentations. Manage assigned product line(s) and lead product development initiatives and technology transfers.

QUALIFICATIONS

Education/Experience

Bachelor of Science in engineering, materials science, metallurgy, or a related technical field required. Hands-on experience or internship(s)/research with ceramics, refractories, inorganic materials, molten metal, or metallurgy, preferred.

Experience with programming and/or Computer-Aided Design (CAD) software, and familiarity with laboratory equipment, instruments, and test methods, a plus.

Knowledge/Skills/Abilities

Product Management Skills. Ability to learn and evaluate complex metallurgical and chemical processes in the global metals markets, customer processes, competitor landscape, industry terms and nomenclature, and Pyrotek products, organizational structure, workflows, and manufacturing capabilities. Ability to review and comprehend product financials, performance metrics, case studies, and marketing collateral. Ability to manage projects including the organization of project goals, timelines, roles, and responsibilities. Adept at applying problem solving techniques and solution oriented. Possesses inclination to stay informed of new and emerging business and technological advancements.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Genuine with high ethical standards and values, and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations. Entrepreneurial attitude toward work center excellence.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs. Ability to create and deliver engaging content for presentations, both internally and externally.

Computer/Applications Skills. Proficient with Windows Operating Systems and MS Office including Outlook, Word, Excel and PowerPoint. Familiarity with Microsoft SharePoint, Microsoft Dynamics, and Web-based File Management Systems. Proficient in utilizing charts, pivots and graphics for report publication and data analyses. Ability to learn and utilize new software and data management systems. Ability to learn and utilize Computer - Aided Design (CAD) software.



Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Displays willingness to make decisions and work independently, without significant direction and to use resources effectively to “figure it out”. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Highly organized, detail oriented and self-disciplined.

Professional Investment. Demonstrated commitment to personal professional development and life-long learning.

Flexibility/Travel. Exhibit flexibility in work schedule and perform beyond a normal workday, on some occasions. Ability and willingness to travel domestically and internationally, by land and air, up to 20%. Valid U.S. Passport or ability to obtain.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Assist and support Global Product Managers in the development and deployment of strategies, innovate solutions, and execution of company initiatives to increase product profitability and market penetration in the global aluminum market, including:
 - a) Completing product trial planning and handling project management functions.
 - b) Performing market and product research and analyses.
 - c) Reviewing and publishing global marketing collateral and product research.
 - d) Supporting technical inquiries and vendor relationship management.
2. Develop and apply understanding of complex metallurgical and chemical processes to derive business potential using solutions that can be delivered in a reliable and cost-effective manner.
3. Evaluate and organize key product financials, performance metrics, case studies, and marketing collateral, and distribute notifications and updates to global stakeholders, as needed.
4. Utilize internal systems and software to carefully and thoughtfully organize project goals, timelines, roles, and responsibilities, and regularly communicate updates to project stakeholders.
5. Independently manage select product lines with the goal of growing product revenue and profitability through cost reduction, optimization of manufacturing processes, logistics, and/or selling prices, product promotion, developing and capturing of new business opportunities, as well as leadership of product development initiatives and technology transfers.
6. Design and deliver engaging presentations to the leadership within Pyrotek, including senior leadership, General Managers and Sales Leadership Council, at Sales conferences, and externally to customers at technical conferences and trade shows.
7. Travel to both internal and customer facilities (warehouses, manufacturing centers, and industrial environments) to gain extensive knowledge of products and processes.
8. Promote positive team member and customer relations by supporting Pyrotek’s commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
9. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
10. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
11. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.



12. Actively support compliance with all relevant ISO (International Organization for Standardization) management system standards by establishing, implementing, and maintaining processes needed for internal and external communication relevant to the EMS (Environmental Management Systems), including what, when, and with whom to communicate. Respond to relevant communications related to the EMS. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
13. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
14. Perform other tasks as assigned.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, the team member will generally work in an office environment with exposure to warehouses, manufacturing centers, and industrial environments that may present loud noise, moving mechanical parts, fumes, airborne particles, and molten substances. Personal Protective Equipment (PPE) including approved footwear, respirators, and safety glasses/goggles may be required.

Team Member's Signature

Date