



Responsibilities and Qualifications

Job Title: Assistant Product Specialist

Status: Non-Exempt

Department: Product Development

Reports to: Product Manager

Location: Petaluma, CA

Position Summary:

California-based musical instrument company is looking to hire a qualified applicant to be a part of our Product Development Team. This position is very multifaceted and requires a number of skill-sets. If you are seeking a fast-paced job that is very dynamic and challenges your communication, organization, and creativity—this job is for you. This position is available immediately! Applicant must have experience or the ability to grow in the following areas of qualifications.

Primary Responsibilities:

- Maintaining multiple forms of product data via Google Docs
- Maintaining project status updates in Basecamp 3
- Emailing factories new product info, spec changes, QC issues
- Distributing product information to relevant departments
- Answering technical sales & service inquiries
- Emailing planned QC inspections for incoming production shipments
- Guiding small-scale development projects such as cases, accessories, & common instruments
- Maintains sample products (Receiving, Logging, QC, Storage, Inventory Tracking)
- Documenting product specifications
- Working with inventory team to generate active product skus

Required Qualifications and Skill Sets

- Deep knowledge of stringed instruments
- Proficient in Excel/Google Sheets, Docs etc...
- Self-starter, full of ingenuity
- Detail-oriented
- Exceptional communicator
- Quick learner, seeking to always improve and branch out with responsibilities
- Honest & dependable

TO APPLY

please send your resume and cover letter to:

careers@kalabrand.com

(Include Job Title in email subject line)



Preferred Qualifications:

- Technological/Maintenance background with stringed instruments
- Music Industry experience
- Involved in Music, knows theory, plays stringed instruments

Along with cover letter and resume, please also include at least three professional references.

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