



<b>Job title</b>	Product Development Assistant Manager
<b>Reports to</b>	IT Director
<b>Location</b>	Bangkok, Thailand

#### **Job Purpose**

This role is working for the top C2C marketplace in Thailand.

#### **Duties and Responsibilities**

- Create technical requirement documents from high-level user story boards and business requirements
- Communicate requirements and designs clearly to software engineers
- Coordinate and guide team of software engineers in keeping track of and prioritizing various tasks, both planned and ad hoc, and both development and bug-fixing
- Create coordination plans to work with Marketing, Customer Service, and other departments toward successful product launches
- Analyze data to understand product performance and identify product changes to optimize performance
- Use the platform regularly and evangelize it to users

#### **Candidate Profile**

- 3+ years' experience in product requirements gathering and specification writing including user experience flow diagram, system flow diagram, screen design
- 3+ project management experience with Agile methodology; integration-intensive projects experience a plus
- Strong execution and follow-through mentality
- Strong communication skills
- Strong facilitation and collaborative negotiation skills
- Passion for Technology
- Passion for User-Centric Design or Human-Centered Design methodology
- Fluency in the Thai speaking and written language; fluency in English a plus
- Computer Science or Engineering degree and/or work experience in software engineering a plus

<b>Approved by:</b>	(on behalf of CEO)
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