

## Associate Product Manager



Phone :  
Web :

### Job Summary

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Vacancy :  
Deadline : Oct 18, 2024  
Published : Sep 18, 2024  
Employment Status : Remote  
Experience : Any  
Salary :  
Gender : Any  
Career Level : Any  
Qualification :

## Job Description

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**Company:** TOOLBX

**Location:** Canada (remote)

**Website:** [www.toolbx.com](http://www.toolbx.com)

### Company Summary

TOOLBX is building an online platform that enables lumber & building material dealers to sell online. We make it easy for independent building suppliers to manage orders and quotes, accept payments, and communicate with their contractors—all in one platform.

### Here's why it matters:

- We see an opportunity for small businesses to compete alongside larger organizations. Our platform brings the big and the small of the supply chain for construction together.
- Over half of the world's solid waste comes from building and construction. We see an opportunity to drive planned orders and an on-demand supply chain to support buying only when you need it.
- Most construction projects are either over budget or over time because contractors can't optimize their material spending and are slow to compile invoices.
- The most significant purchase for any individual or family will likely be their home.
- TOOLBX helps make construction projects more efficient. We're focused on material procurement, and we're still in the first inning. You'll be among the early team members shaping our strategy

### About The Role

We're looking for a versatile Associate Product Manager to join TOOLBX. In this role, you'll be key in gathering and prioritizing customer feedback, analyzing product performance, managing project timelines, and creating detailed documentation. As a generalist, you'll have the opportunity to work cross-functionally, contributing to feature backlogs, the broader product roadmap, and our strategic vision.

### Responsibilities

- Requirements Gathering and Feedback Management:
  - Collaborate with account managers and onboarding program managers to organize and prioritize customer feedback and tickets.
  - Assign priority and scope to tickets, bugs, and feature requests.
  - Participate in customer calls to uncover challenges, translating them into actionable requirements for Engineering and Product Design teams.
- Release Management and Product Marketing:
  - Prepare release notes and slide decks for internal communication on product releases and new features.
- Product Documentation:
  - Assist in writing Product Requirement Documents, drafting User Stories, and defining the scope of product features.
  - Create user-facing documentation for new and existing products.
  - Establish infrastructure and processes for ongoing documentation.
- Feature Analysis:
  - Analyze feature usage, customer feedback, and industry trends to identify opportunities for improving our payment platform.
  - Use analytics and key performance indicators to inform decisions and measure the success of payment-related initiatives.
- Additional Responsibilities:
  - Take on additional tasks as needed to support team goals and evolving company priorities.

### Requirements

- Bachelor's degree in Engineering, Computer Science, Business, or a related field
- 1-3 years of experience in Product Management in an entry-level to intermediate capacity is preferred
- Strong analytical and problem-solving skills.
- Excellent communication and collaboration skills with the ability to work effectively with cross-functional teams.
- Proficient with project management tools like Asana and JIRA, as well as analytics platforms such as Amplitude and Tableau.
- Comfortable with spreadsheets, and experience writing SQL queries is a plus.
- You've read about Agile development methodologies, and are eager to help improve existing product management processes.
- An entrepreneurial focus - you're comfortable working with ambiguity, and know how to get things done.
- A curious, continuous, and flexible learner - you stay updated with software industry trends and best practices and can adapt to changing environments or project scopes.
- Experience developing software or digital products is beneficial—share details about your past projects!

### Why Join Us?

- Competitive compensation with the opportunity for growth and equity
- Annual team events
- TOOLBX swag
- Gain experience with a fast-growing start-up
- Opportunity to make a HUGE impact in the trillion-dollar LBM industry
- Comprehensive benefits plan

### Terms Of Employment

- Full-time, permanent
- \$80,000-\$90,000 range

### Location

- Our team works remotely and is distributed across North America

### How to Apply:

If you are a passionate and driven individual seeking an exciting opportunity to make an impact in the LBM industry, please visit our [careers page](#) to apply. We look forward to reviewing your application and connecting with you soon.

Only selected candidates will be contacted for an interview. TOOLBX is an equal-opportunity employer committed to diversity and inclusion in the workplace.

[Apply for this job](#)

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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