

# Job Description: Product Manager

**Department:** Product Team

**Reports to:** Product Manager

## Position Overview:

The Product Manager at Admit One is responsible for leading the product function, owning the product roadmap, and ensuring alignment between customer needs, business goals, and development execution. This role acts as the central hub between stakeholders, development teams, and customer-facing departments, ensuring that product initiatives are well-defined, prioritised, and delivered effectively.

The Product Manager plays a critical role in shaping the future of Admit One's software offerings, particularly during the Vision 2025 transformation to web-based technologies.

## Key Responsibilities:

### Product Strategy & Planning:

- Define and maintain the product roadmap in alignment with business strategy and market trends.
- Conduct competitive analysis and market research to ensure product relevance and differentiation.
- Collaborate with the COO and CTO to align product goals with company objectives.

### Backlog & Requirements Management:

- Own the product backlog, ensuring items are well-defined, prioritised, and ready for development.
- Work with Product Analysts and Coordinators to translate customer requirements into use cases and user stories.
- Ensure all development requests are scoped, documented, and linked to commercial value.

### Cross-Functional Collaboration:

- Liaise with Engagement Managers to understand customer needs and translate them into product features.
- Work closely with the Project Manager to align delivery timelines and resource planning.
- Coordinate with QA and Technical Author to ensure quality and documentation standards are met.

### Stakeholder Communication:

- Provide regular updates to internal stakeholders on roadmap progress, feature releases, and product performance.
- Present product strategy and updates to the executive team and board when required.

### Product Delivery Oversight:

- Support sprint planning and release cycles in collaboration with the CTO and development leads.
- Ensure timely delivery of features and functions, balancing scope, quality, and speed.

## Skills and Competencies:

- Strategic Thinking: Ability to align product decisions with long-term business goals.
- Communication: Strong written and verbal communication skills across technical and non-technical audiences.
- Analytical Skills: Ability to interpret data, customer feedback, and market trends.
- Leadership: Experience leading cross-functional teams and influencing without direct authority.
- Technical Understanding: Familiarity with software development processes and technologies (e.g. React JS, APIs, CRM systems).



- Desirable - Spanish, Portuguese, French, or German

## Reporting Lines:

Reports to: Chief Operating Officer

Works closely with: CTO, Project Manager, Product Analyst, Product Coordinator, Engagement Managers, QA, Technical Author, Development Teams, Marketing.