



Job Title: Product Administrator  
Department: Supply - Product

Effective Date: May 2015

## **COMPANY OVERVIEW**

Come work for a progressive energy company offering energy products and services across the U.S. XOOM Energy is focused on energy; reliable energy, clean energy, positive energy and most of all, the energy of its people.

Our industry is growing, our company is growing and our people are growing along with it. When you work at XOOM Energy, you work at a place that is committed to a culture that achieves workplace excellence. We are looking for individuals that are ready for a challenge, who desire the opportunity to make a difference, can be an effective team player and are willing to jump in and be a part of our success. At XOOM Energy, you can become a vital part of an up and coming company in a dynamic industry, where you will work with talented people and expand your horizons as a part of the rapidly growing retail energy industry.

## **JOB OVERVIEW**

This position requires the ability to work with the Product Manager and Director of Product Management to take shared ownership of ensuring that the team is able to perform at a high level in meeting its operational and development goals. This ownership may include but is not limited to owning the area of quality control around our rate setting process. This candidate will also take an active role in leading the ongoing effort to document and improve team processes and identify and implement appropriate controls around those processes.

At this position level, candidates are expected to be proactive in developing tools and reports, either individually or through cross functional initiatives, that help better prepare cross functional teams with data driven guidance. The Product Administrator is expected to be a self-motivated individual and to possess the ability to both work independently and to be effective in achieving results by working with others.

Time management and organization is important as the candidate will be supporting the planning, development and implementation of a variety of initiatives around the growth and expansion of the business. The ability to maintain a high level of accuracy in all work functions is critical to success in this position.

## **JOB DESCRIPTION**

- Take ownership of the successful implementation of product creation and rate management on the Product Team

- Work with the Product and Pricing Teams to ensure that all pertinent historical data and markets specific limitations and parameters are considered during the rate setting process
- Develop into an SME with all core systems that are required to administer the critical job responsibilities of the role
- Lead the process documentation effort around rate and product management in the various systems that the team utilizes to track and update products and rates
- Responsibility for working collaboratively with the Product, Marketing and Legal Teams to ensure that all product related contracts and documentation is up to date, accurate and compliant with internal policies
- Work with the marketing and operations teams to ensure that the correct information is shared and reviewed in order to appropriately fulfill our obligations, around how the product is positioned and administered
- Create and support processes to drive efficiency and minimize risk across the team and organization, through the development of controls
- Identify and support both routine and ad hoc reports and processes that can be drafted or improved, as needed

## **EDUCATION / CERTIFICATION**

- Bachelor's degree, with a concentration in a related field of study

## **JOB REQUIREMENTS**

- 2-3 years of previous professional experience in product or process management experience preferred.
- Excellent communication and organizational skills, and an eye for detail and an analytical mind are critical.
- Ability to converse frequently and comfortably with different levels of management.
- Ability and willingness to remain flexible and “roll up your sleeves” to successfully complete tasks in a fast-paced and fluid work environment.
- Ability to learn concepts and tasks quickly and accurately.
- Excellent time management skills
- Ability to handle multiple tasks simultaneously and prioritize accordingly.
- Computer Skills: MS Office Suite, Intermediate to advanced Excel skills required, MS Access strongly preferred. Adobe Professional & basic knowledge of HTML also strongly preferred.

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Please send your resume to [xoomcareers@xoomenergy.com](mailto:xoomcareers@xoomenergy.com)