

About the Position

The Product Data Coordinator coordinates the way our customers experience the products on our website. The role will manage the display of product data though the candidate will collaborate between multiple teams including merchandising, e-Commerce, and sales. We are looking for a strategic, analytical, and data-driven Product Manager with a genuine love for spreadsheets. Your primary role will be to support and maintain the website's product data feed including specifications such as naming conventions, bullet points, price, sku, color and inventory. Your work will support the launch of new features, promotions, and customer experiences.

Responsibilities:

- Ongoing maintenance of the product catalog
- Adding new product to the site
- Assign product attributes, merchandising options, and cross sells at the product level with the direction for the Director of Merchandising.
- Manipulate complex spreadsheets with product data including specifications and pricing.
- Ensure new product information, marketing copy, and photography are complete and accurate.
- Optimize user experience by analyzing common search queries and improving product visibility.
- Execute site-wide pricing updates.
- Implement product collections and group new products into appropriate sections of the site.
- Write copy for new items and keep up with yearly vendor contracts.
- Assign basic entry of items to our overseas data entry team.

Qualifications:

- 3+ years of eCommerce experience managing product content and digital assets.
- 3+ Promotional Product experience
- Previous experience with Product Information Management and/or Content Management
- Advanced use of Microsoft Excel, Spreadsheet Manipulation, and Data Import/Export

Functions:

- Ability to thrive in a fast-paced environment and coordinate a fast-moving team.
- Magneto experience a huge plus!