

Argentina Jobs Expertini®

E-commerce Catalogue & Data Associate

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Company: PCJ Holding

Location: Argentina

Category: business-and-financial-operations

Responsibilities:

Systematically organize and manage digital content (images, videos, copy) for multiple hunting brands.

Update existing product content on both brand and key retailer websites, while adding new products where applicable.

In-depth knowledge and experience with online catalog and content management systems involving large, structured data sets.

Perform meticulous editing and fact-checking for web content.

Perform content quality assurance and corrects errors in collaboration with team.

Support other content creators through collaboration on story ideas, copyediting, and proofreading content.

Manage own workflow while coordinating with project teams and management on schedules, requirements, goals and assignments as needed.

Monitor item data to ensure that product information and photos are accurate, and content is current and free of errors.

Assist Web Content Manager with other assignments when needed.

Perform additional duties as required and or requested.

Skill's You'll Need

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Bachelor's degree and/or college coursework preferred.

Two (2) plus years' experience of relevant professional experience.

MS Office skills (Word, Excel, Outlook, and PowerPoint).

SEO Experience or knowledge a plus.

Knowledge of retailer's partner portals a plus.

Digital Catalog Management experience.

Experience with Adobe Photoshop, Adobe Illustrator and Adobe InDesign a plus.

Strong analytical, organizational and time management skills, able to multi-task and work under tight deadlines and juggle competing schedules.

Basic knowledge of HTML a plus.

Excellent oral and written English language communication skills

Excellent follow up skills

Good Logistics Knowledge

Problem solving skills

Strong attention to detail

What we can offer?

A fun and fulfilling place to work

Competitive pay.

Health, dental, vision & life insurance

401k retirement savings plan

Yearly handbag allowance

Product discounts

Benefits:

401(k)

Dental Insurance

Disability Insurance

Employee Discount

Health Insurance

Life Insurance

Paid Time Off

Vision Insurance

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