JOB PROFILE

|  |  |
| --- | --- |
| **DEPARTMENT: Buying & Merchandising** | **POST TITLE: PIM Executive** |
| **SALARY: Negotiable Based on experience** | **REPORTS TO: PIM Manager** |
| **HOURS: 40 Hours per week** | **RESPONSIBLE FOR: N/A** |

The following information is provided to help applicants understand and appreciate the general work content of their post and the role they are to play at Limitless Digital Group Limited (LDG). The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the salary has been established on this basis.

|  |
| --- |
| **Key Purpose of Post:** |
| The purpose of the role is to be responsible for the creation and maintenance of all products across all sales channels and to ensure that all product listings are presented to a high standard. |
| **Main Responsibilities of Post:** |
| * To ensure that all products which are available for sale are set up, maintained and optimised across the Company’s family of website brands as well as marketplaces accounts, using the in-house administration system, Magento Enterprise system, Solvitt and Channel Advisor. * To work with the Merchandising team to ensure all category trees are configured correctly and updated regularly, are user friendly and that the all product details are accurately and clearly displayed, to provide as much detail to the customer as possible which will positively impact conversions. * To effectively manage workload and prioritise tasks to ensure that promotions are prepared in a timely manner and are launched on time, functioning correctly. * With guidance from the PIM Manager, follow agreed processes to make sure that minor image editing tasks are performed (e.g. cropping/ re-sizing), relevant images, videos and PDF’s are uploaded across all channels * To ensure compliance with all Company policies and processes and in particular adhere to the team’s documented processes. * To work flexibliy, undertaking any other responsibilities or tasks that are commensurate with the salary of the post and are within the employee's range of skills and abilities, whenever reasonably instructed. |

**PERSON SPECIFICATION**

A person specification is a profile of who could best perform the job; it describes the attributes, skills and experience which are required to successfully perform the role.

|  |  |
| --- | --- |
| **Knowledge:** |  |
|  | **Essential/ Desirable** |
| * Computer literate * Internet literate (knowledge of e-Commerce) | * Essential * Desirable |
| **Experience:** |  |
|  | **Essential/ Desirable** |
| * Previous experience of manipulating data in Excel | * Desirable |
| **Qualifications:** |  |
|  | **Essential/ Desirable** |
| * No qualifications required |  |
| **Skills & Ability:** |  |
|  | **Essential/ Desirable** |
| * Impeccable attention to detail whilst delivering high quality work. * Intermediate Excel skills * Strong organisational skills * Ability to manage a large workload under tight deadlines * Able to identify issues and to apply the appropriate resolution. * Able to work effectively on own initiative as well as part of a team. * Excellent interpersonal skills across all methods of communication. * High quality written ability to produce information in a clear and concise format. * High standard of accuracy and precision always needed * The ability to work quickly and accurately on a variety of tasks. | * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential |
| **Communication:** |  |
|  | **Essential/ Desirable** |
| * You will be able to communicate clearly and effectively with a diverse range of people (both verbally and in writing). * You are able to explain things clearly and precisely to others. * You actively listen, share information, and propose suggestions and solutions; * You show respect, fairness and empathy when communicating, taking into account the feelings of others. | * Essential * Essential * Essential * Essential |
| **Behaviour & Personal Characteristics:** |  |
|  | **Essential/ Desirable** |
| * A positive ‘Can do’ attitude towards all aspects of the role * Loyal to LDG. * Leads by example and role models the values and behaviors that we always expect. * Build rapport and always displays integrity. * Treats everyone equally, with respect and dignity. * Enthusiastic and flexible team player with high expectations of self and others. * You will be able to adapt to new work challenges and situations, adopting a positive attitude to change. * Constructively challenges and accepts constructive challenge from others. | * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential |