

Job title: Product Creation Assistant

Department: Direct

Reporting Line: Online Creative Marketing Executive

Job Purpose

Due to the current growth of The Entertainer's direct online business, this new and varied product creation role has been created to support the sales activity on www.thetoystore.com. Your primary responsibility will be to create product pages whilst ensuring that all related product data meets the required standard.

Reporting to the Online Creative Marketing Executive whilst working closely with the online team, you must be able to work both collaboratively and autonomously as the situation requires.

The post holder will be a confident and sociable person who will be looking to build a career in the world of online retailing.

Standard Responsibilities

1. Take ownership of all operational product data and ensure that all information is accurately populated.
2. Create product pages using the Blue Martini content management system.
3. Upload multiple product images to showcase the latest in toys and games online.
4. Ensure that data specific fields are populated in the ecommerce platform
5. Manage and de-duplicate customer data.
6. You will be expected to assist all members of the online team as required.

Values

- Demonstrates the Company's values in behaviour
- Seeks to build trust in relationships through these values.

Care Demonstrating care and respect towards customers, staff and other stakeholders.
Fairness Objectivity in dealing with others.
Enthusiasm Excited about our work and positive in approach.
Loyalty Commitment that works both ways
Honesty Truthfulness.
Outstanding Service Aiming for quality and excellence in all we do in relating to one another and to our stakeholders



Skills

1. Considerable product knowledge/interest and enthusiasm for online retail and toys.
2. Computer literate. A basic knowledge of HTML is preferable
3. Willingness to adapt to/learn new techniques to overcome challenges introduced by new technologies and requirements
4. Thorough, with a keen eye for detail

Competencies

1. mad about toys. Enthusiastic about the brand and our ranges.
2. Fun: Naturally outgoing and positive
3. **Flexibility.** Prepared to work in a changing environment and understands the need to offer flexibility at times of pressure.
4. **Accurate:** Excellent administration skills, quality driven and attentive to detail
5. **Articulate:** Able to communicate clear instructions in order to achieve results.
6. **Self Motivated:** Self driven and able to work effectively without supervision

