

Job Description for Catalog Associate

- Bramand India , an e-commerce Company which deals in Education Toys and Mobile Phone Accessories is looking for a Catalogue Associate who can manage both the websites.

Skills required.

- Populating and proposing content for the product catalogs on both the websites;
 - Interacting and coordinating with vendors and manufacturers to help ensure a smooth data flow;
 - Participating in the identification and correction of catalog errors; investigating catalog related complaints;
 - Creating reports regarding work received and work performed;
 - Resolving problems that appear on the supply chain and help improve inventory health.
- Identifying possible improvements in the processes you work on and suggesting ways of implementation for the needed changes;
 - Handle the day-to-day volumes of the assigned tasks and ensuring that the quality standards are met;
 - Inform the manager regarding possible quality issues; analyze the situation and recommend corrective actions;
- Participate in process related meetings/calls.
- 100% accurate data in attributes on the websites.
- Ensuring an error-free output from the process
- Manage any escalations that come up and resolve the same within Specific TAT

- Manage Adhoc requests, QC Tickets from Category, and other internal teams and resolve them within a Specific TAT

- Database Management (Information, prices, Images, videos, Contents)

- Obsession with quality and MS Excel (V lookup, H lookup, Pivot table, macros), Google applications – Spreadsheet.
- Knowledge of updating and managing marketplaces like eBay, Catch, Mydeal etc. Should be able to manage and deliver with minimal supervision
- **Mandatory knowledge of CMS knowledge**
- Should have good verbal & written communication for interacting with all internal teams

- Minimum Experience – 2 years
Current Location – Work from home
Immediate Joining.