

Job Title: Catalog Associate

Bramand India Ltd is the service provider to Bramand Pty Ltd., Australia.
Bramand Pty Ltd is an e-commerce company which deals in Education Toys and Mobile Phone Accessories

<https://www.switchedonkids.com.au/>

<https://www.ilovemyphone.com.au/>

Job Overview: We are seeking a detail-oriented and organized Catalog Associate to help manage and maintain our product catalog. In this role, you will be responsible for ensuring the accuracy, consistency, and quality of product information across all platforms, supporting a seamless customer experience.

Key Responsibilities:

- Add, update, and maintain product listings, descriptions, and specifications on the websites and market places
- Ensure product data accuracy, including pricing, availability, and categorization.
- Collaborate with teams across marketing, sales, and inventory to align product information and add relevant keywords
- Conduct regular audits to identify and resolve any data inconsistencies.
- Assist in organizing product images and digital assets with the vendors.
- Monitor competitor catalogs and suggest improvements based on industry standards.
- Support the launch of new products by creating and managing product pages.
- Work with SEO team to conduct keyword research and implement SEO.
- Write compelling product descriptions/short descriptions.
- Optimize product images and videos

Qualifications:

- Bachelor's degree in Business, Marketing, or a related field (preferred).
- Previous experience in catalog management, data entry, or a similar role.
- Proficiency in catalog or content management systems and Microsoft Office Suite.
- Strong attention to detail and organizational skills.
- Excellent written and verbal communication abilities.
- Ability to work independently and manage multiple priorities efficiently.

Minimum Experience – 2 years

Hybrid model – Office location in Durg, New Delhi/NCR. Option to Work from Home