

CATALOGUE EXECUTIVE

THE COMPANY:

Kokoba is one of Europe's premier online pet supply retailers trading under the MedicAnimal, PetMeds and Pet Supermarket brand names. We are now looking for a talented Catalogue Executive to join us at our Clerkenwell HQ in London.

Our vision is to become Europe's Leading Dog and Cat Wellbeing Business. We currently generate c£20M of revenue (50% in the UK and 50% in continental Europe) across our three brand fascias. We are under new ownership and are embarking on a new phase of the journey during which we will transform and rapidly grow the business. We have a great supplier and customer base offering a comprehensive range of pet foods, healthcare products and accessories. This range includes our own branded pet food under the Canine Choice and Feline Choice brands. We source products domestically, from Europe and from the Far East.

THE ROLE:

We're a talented, dynamic team, passionate about changing the face of pet healthcare in Europe, our people are at the heart of our success and that's where you come in....

The Catalogue Executive to be responsible for the management of the product catalogue. This means identifying and collecting relevant information and entering it into our system. Tasks for improving the quality of our existing range vary from week to week and also involve checking and ensuring the product information is up to date, accurate and supports website content for customer browsing, search and ultimately helping them buy the right products.

THE REQUIREMENTS:

We are looking for an Online Catalogue Executive to support the Commercial team in managing the Product catalogue, including the addition of all new products. Key accountabilities will include:

- Managing a catalogue of 2,000 products and creating new product details
- Writing, editing and checking written product description content on product pages for our three UK brands, awareness of SEO
- Sourcing imagery for existing products reflecting manufacturer changes as well as new products, basic Photoshop capabilities are required
- Coordinating product content translation across the three brands and five languages for the EU websites
- Bulk uploading including csv's to platforms
- Leading the monthly Product Approval Process
- Catalogue management relating to changes, discontinuations and products' unavailability
- Co-ordination of re-directs where lines have been replaced by others and customers need guidance
- Brand updates, including range reviews
- Supporting promotion and event planning from a catalogue perspective
- Liaising with internal key stakeholders to identify and resolve issues and represent the Commercial department in projects and key initiatives
- Assist the Marketing department with on-site changes, such as amending landing pages, changing homepage banners and others
- Working closely with external third party agencies regarding content and translations

Experience of e-commerce, catalogue and inventory is essential. The ideal candidate will also need to demonstrate:

- Excellent written English, ideally experience in content writing or editing, copywriting and proof reading
- Basic HTML skills, for example, inputting images, adding hyperlinks etc.
- Experience working with a CMS, preferably Hybris
- Computer systems and process literate, comfortable working with spreadsheets, e.g. Excel (including Vlookup) and coordinating large amounts of data
- Excellent attention to detail
- Excellent communication at all levels and strong interpersonal skills dealing with different departments
- Excellent time management skills
- Ability to work both as part of a team and individually, a self-starter, able to learn and apply quickly
- Ability to break issues down and identify where improvements can be made and a solution found
- Ability to pick up and use different IT platforms and software effectively

We offer a great company culture, supportive environment, and a pet-friendly office (where we enjoy the company of four-legged friends!).

Based just a few minutes' walk from Farringdon tube station, we have a casual dress code and foster a collaborative work environment.

We offer a competitive salary depending on experience, as well as a number of other employee benefits that are not to be missed out on!

If this sounds like the next step in your career that you have been waiting for, please apply now!