



Product Listing Assistant

Are you a meticulous individual with strong data-entry skills and an affinity for organising information? Do you have a passion for streamlining processes and ensuring accuracy in every detail? If so, we have an exciting opportunity for you! Our team is seeking a dedicated and efficient Product Listing Assistant.

In this role, you will be an essential part of our product database management, ensuring precision in product details, managing our database, and overseeing the consistent quality of product entries. Your efforts will contribute to a seamless online shopping experience, making sure our customers have accurate and updated product information at their fingertips. If you're eager to support, coordinate, and maintain our online catalogue, we want to hear from you.

Salary/Working Hours

- Embark on a full-time, permanent office adventure with us! We believe in the magic of teamwork and creativity that flourishes best when our team gathers under one roof. If you are someone who thrives on collaboration, enjoys laughter-filled lunches with colleagues, and relishes being part of a dynamic team, then this is the perfect fit for you! While remote work is not an option currently due to our business's needs, we know that you will love the vibrant atmosphere of our office.
- Unleash your potential during our work hours: 8:30am to 5:00pm from Monday to Thursday and 8:30am to 4:30pm on Fridays!
- We offer a competitive salary of up to £24k dependent on your experience (DOE) and look forward to exploring and discussing this with you during the interview process.

Role Responsibilities

Positioned in the Buying and Merch team, your primary role will focus on database management and product listing, your day-to-day tasks will include:

- **Data Entry:** Efficiently inputting new products into our website system. This includes ensuring accurate product descriptions, specifications, pricing, and availability.
- **Quality Assurance:** Regularly checking the product database for consistency, making sure all entries are accurate and updated.
- **Copywriting:** Drafting precise product descriptions that clearly convey product details and specifications in line with the brand's standards.
- **Image Management:** Choosing appropriate product images and ensuring they meet the necessary quality standards. Familiarity with basic image editing tools like Paintshop Pro or Photoshop is a plus (though training will be provided).
- **Feedback Incorporation:** Implementing suggestions from team members and customers to continually refine our product listings.
- **Competitor Monitoring:** Occasionally reviewing competitor websites to ensure our product listings remain up-to-date and comprehensive.
- **Team Support:** Assisting the broader buying and merch team with administrative tasks. This might include communicating with suppliers to gather product details or helping coordinate project rollouts with the Ecomm and Marketing teams.



Experience & Skills

Required skills include:

- Excellent spelling, punctuation and grammar.
- High attention to detail and accuracy.
- Creative flair to maintain engaging content.
- Computer literate with the ability to write both short and long form content quickly.
- Highly organised with the ability to manage own workload.
- Team player who is happy to assist in other areas of the business when necessary.
- Knowledge of Paintshop Pro or Photoshop is desirable.
- A basic understanding of SEO and HTML is advantageous.

Who Are We?

A dedicated e-commerce retailer, specialising in an extensive selection of nursery products and boasting over 30 years of industry expertise. Having delighted over 1 million customers, we maintain an exceptional service record, reflected in our "Excellent" TrustPilot ratings. Our commitment lies in offering top-quality baby products at the most competitive prices. As recipients of various awards, we proudly feature an extensive inventory of products from renowned brands such as Joie, Mamas & Papas, Cybex, Puggle, Chicco, and Ickle Bubba, among others.

Why Work Here?

Our team has undergone remarkable expansion, doubling in size as we continue to experience phenomenal growth. There are no indications of slowing down anytime soon, making this an exciting time to become a part of our team.

Where Are We?

Close to Junction 22 of the Manchester orbital route of the M60 and the A62, which is the main road from Manchester to Oldham. The nearest tram/train stations are Hollinwood and Moston. We are in a convenient and desirable location for people commuting to work from surrounding areas.

What Do We Offer?

We know as a company how much our employees contribute to the success of our business, after all we would not be where we are without them. To show our appreciation we offer company benefits along with extensive progression opportunities.

- Free parking.
- Staff discount.
- Friendly, team orientated environment.
- Extensive progression opportunities.
- Genuine responsibility from day one.
- Exciting and fast-paced working environment.
- Social events.
- Sick pay scheme.





- Generous holiday allowance.
- Pension (after probation).
- Birthday day off.

We have a creative and energetic workplace where no 2 days are the same. A fast-paced culture where ideas are listened to, and every team member is encouraged to be the best they can be.

Sound like the kind of role you are looking for?

If so, please click to apply or send a copy of your CV and covering letter to:

- jobs@online4baby.com

As an equal opportunities' employer, we value diversity and welcome applicants from all sections of the community. Please note that due to the high volume of applications we receive we are unable to give feedback to candidates at initial application stage.

*** STRICTLY NO AGENCIES ***

