

Website Content Editor

Job Title: Website Product Data Manager

Location: Our head office and Warehouse near Hastings, East Sussex, TN38 9NN

Pay range: Competitive hourly rate depending on age and experience (£16-21k per annum).

Working hours: Full Time 40 hours, Monday to Friday 9.00-5.30 with half an hour lunch.

Overall Objective: To ensure that products are listed correctly and attractively on our website.

Role Overview

You will be an important part of a small successful team focusing on being the best and most famous BMX retailer in the World.

This is a role that would suit someone who has experience of listing products on a content management system and is capable of describing BMX products in a consistent format that is relevant and appealing to our customers. Excellent attention to detail and the ability to write well is essential.

You must be competent with using content management systems, Microsoft Excel and basic photo editing software. Knowledge of BMX and BMX parts is essential but you do not need to know the technical aspects of products as we have lots of technical knowledge within our team already. You will be writing descriptions explaining the advantages of products from a customer's perspective.

On the job training will be provided.

You will work as part of a small team who manage all aspects of the website. You will work closely with the E-commerce Director, the Marketing Director and the buying team to ensure the website is the best it can be.

Principal Areas of Responsibility

ACTIVITY	FREQUENCY	SKILLS REQUIRED
Web Content (90% of the time)		
Ensure new products are on the website quickly and efficiently.	Daily	Web content skills, an eye for detail and describing products accurately and so that they are informative and appeal to customers.
Category Management	Weekly	Critical reviews of categories, brands or products to ensure we are offering the best information to our customers

Shooting Studio Photos (5% of the time)	Weekly	Shooting basic product photos in our studio and resizing them for website use. Previous photography experience is not required.
Pricing (10% of the time)		
Re-pricing products for promotions or clearance	Ad-Hoc	Attention to detail, Excel Skills, Team working skills

Expectations, Performance and Development

We will agree a set of performance indicators or objectives, which will form the basis of regular reviews. Suggested Key Performance indicators are :

1. New products listed online accurately and within a timely manner
2. Quality of Written Descriptions
3. Category Management

We will have a monthly catch up session to review performance and we will have a personal development review session every 12 months.

What We Require From You

1. You have a strong willingness and optimistic attitude to grow with this role.
2. You have a strong interest in BMX.
3. You arrive on time for work every day; at least 10 minutes before you're due to start.
4. You are highly positive in your thoughts, words, actions and appearance.
5. You are extremely organised and efficient and deliver even when under pressure.
6. You strive to offer the best customer service in our industry by going the extra mile.
7. You will fully live the vision, mission and values of the Company.
8. You enjoy working independently and often alone without supervision, and have an eye and passion for excellence in everything you do.
9. When working as part of a team you value the input of others and take responsibility for the part you have to play.
10. You have a "consider it done" attitude and hate making excuses when things are not done; you must see life as managing conflicting priorities and be good at it.
11. You learn from your mistakes, continually acquire new skills and ways of improving what you do.
12. You are proficient at using computers, Internet programs and MS Excel
13. You have a great team ethic and enjoy showing loyalty and support to each team member.
14. You look for new ways to improve our business and processes and suggest them to management where you will always be listened to
15. You have excellent written English skills.

What you can Expect from the Role

1. You will be part of Europe's biggest and best BMX retailer.
2. You will be based in offices in St Leonards-On-Sea, East Sussex
3. You will have access to support and training where you will get as much assistance as you require.
4. You will be invited to occasional prestigious contests and social events throughout the year.
5. You will be able to purchase products at a steep discount and have free use of the Source Skatepark on Hastings Seafront.

How to Apply:

Please email your CV and a covering letter saying why you would like the job to Rich via info@sourcebmx.com

The deadline for applications is Monday April 8th