**POSITION TITLE**  
E-COMMERCE PRODUCT MERCHANDISING INTERN

Merchology is in pursuit of a Product Merchandising Intern to work on a variety of projects including adding products to the website, adding information to existing product pages, conducting price checks, and more! This individual will be working closely with our merchandising and marketing team to learn about the industry and opportunities in the role. You will be learning in a fast pace, high growth environment. If this sounds exciting, this role and Merchology could be right for you!

**LOCATION**  
121 Cheshire Lane, #100 Minnetonka, MN

**INDUSTRY**  
Business to Business E-Commerce Sales

**JOB DESCRIPTION**

- Assist with various front and back-end product projects, including but not limited to adding product to the Merchology website, adding photos and product information to existing pages, conducting, price checks on top-selling styles, identifying and removing existing styles, etc.

- Work directly with retail brands on product details, images, and inventory.

- Give direction to offshore resources on data entry and web-page creation projects.

- Rely on instructions to perform many functions of the job but will need creative approaches to solve problems that arise during the course of the work.

- Select production and brands to be highlighted in a variety of marketing content.

- Meet deadlines on projects as the are assigned, understand deliverables and ask questions if unsure.

**JOB REQUIREMENTS**

- Bachelor’s Degree in process

- Strong interpersonal skills, organization, problem solving and high attention to detail.

- Ability to deal with ambiguity

- Must be proficient in a Window PC environment, with a basic understanding of website development.

- Must be flexible working in a high-growth, evolving company and be willing to pitch in where there is the greatest business need

**PREFERRED**

- Experience with Adobe Photoshop

Merchology is the leading online retailer in business to business sales of co-branded retail merchandise including apparel, headwear, drinkware, gifts, and accessories. Merchology is “customer logos + brands they love.” It’s pure brand awesomeness! Merchology is an equal opportunity employer.

Email Resume, Cover Letters, & Portfolio to: resume@merchology.com