

# E-Commerce Crew - Job Description

## **Bearcub Outfitters**

321 E Lake Street

Petoskey MI 49770

231-439-9500

[Bearcuboutfitters.com/careers](http://Bearcuboutfitters.com/careers)

**Job Type:** Part-time Data Entry & Database Management (20-25 hours per week, flexible during summers and holidays)

### **Overview:**

We are looking for a fun, creative, task and detail-oriented person to join our crew and work on our website! Using Shopify, you will help keep our products fresh and fun online. Our amazing team has a great time putting together collections and pages to create an exceptional shopping experience for our customers. There is plenty of room for growth as well.

We need someone who is extremely comfortable with computers and technology and can easily learn new systems. Experience with Microsoft Teams, point-of-sale software, and website management is a big plus, but we are happy to train someone with strong computer skills. Some marketing experience is also a big plus. We provide an atmosphere of learning, fun, and teamwork.

The position is hybrid – you will work in the store office space a couple of days each week so you can learn (and love) the culture of Bearcub, the team, the products, and our mission. We will train you to work on the sales floor occasionally – this will help you become familiar with and excited by the products you manage online and provide a backup salesperson in an emergency.

We are looking for someone who appreciates and enjoys the outdoors, along with the gear and clothes that get people outside. This is a fantastic job for someone who loves and uses our products and would appreciate an amazing discount!

### **Shopify Product Database Maintenance:**

- Publish draft products on the Shopify website according to Bearcub standards
- Regularly review and archive outdated, empty, or sale products
- Ensure all products have proper tags for easy navigation and searchability
- Publish an average of 4 products per hour, after the training period ends

### **The core values and principles our business is built on:**

- Honesty
- Exceptional Customer Service & Product Knowledge
- Dedication to protecting the environment
- Dedication to our community
- Family - the Bearcub Staff family & the community family
- Fashion, Function, & Fun

### **Our Mission is to:**

- Get families outside together in high quality, responsibly produced, high value gear and clothing
- Provide a safe, high quality work life for our staff
- Participate actively in the larger community
- Respect and care for the environment and foster environmental awareness in all that we touch
- To earn enough profit to accomplish the above and to sustain and increase the value of the business

### **Qualifications:**

- Proficient in using computer software (knowledge of Shopify is a plus)
- Strong attention to detail and accuracy
- Excellent organizational and time management skills
- Ability to work independently and prioritize tasks effectively

- Strong communication skills to coordinate with team members and vendors
- Flexibility to adapt to changing work hours during peak seasons
- Retail or e-commerce experience is preferred but not required
- We are looking for a friendly person who enjoys or appreciates the outdoors

**Bearcub will provide:**

- A Teams account with access to the rest of the Bearcub team and our SharePoint Sites
- Use of any of the computer stations in the office
- Complete training
- A fun, welcoming, and inclusive work environment
- Access to perks as listed below, along with gifts and treats from the owner and reps

**Compensation:**

- Starts at \$15/hour, plus **PERKS**:
  - Substantial discount on products in the store plus the opportunity to order products from any of our vendors at an even more substantial discount
  - Access to all pro-deal vendor sites
  - Annual store credit for purchasing clothing and gear
  - Substantial discount for immediate family
  - Perks begin after 30 days or 15 shifts, whichever comes first
  - Awesome Bearcub branded clothes and gear
  - Super fun, supportive, and friendly atmosphere!

**Work Location:**

- Work a minimum of 15-25 hours average per week, spending at least two 4+hour shifts in the store per week
  - Other hours may be worked at home using your own computer
- Hours are flexible during summers and holidays if product listings & database are up to date
  - Additional hours (up to 39 hours per week) may be worked when necessary to complete seasonal database tasks to prepare for holidays/summer breaks
- Be available for Teams meetings, discussions, chats, and meetings in the store

**Protection of Assets**

Access to the RICS database, Shopify database, website theme customization, collection creation, and maintenance, as well as vendor order sites and passwords will be granted exclusively to authorized personnel within Bearcub Outfitters. Any misuse or sharing of this access with individuals outside of Bearcub Outfitters will result in immediate termination.

It is essential to maintain the utmost confidentiality regarding your knowledge of retail business operations, including wholesale and retail pricing, sale strategies, off-price purchasing, staffing, and other proprietary information.