

# Product Data Coordinator

## COMPANY DESCRIPTION

Our Client is a Tucson owned and operated pool and spa parts distributor catering to the repair parts and equipment needs of service, repair, construction, and retail companies nationwide since 1992. 2009 has been their best year yet in a history of aggressive, merit-based growth. Their new warehouse and corporate headquarters is near the Tucson Int'l Airport, but they conduct most of their business through Internet, Catalog, and Telephone sales. It is a fact that this long-term Client has one of the finest teams of technicians and technical salespeople in the pool and spa industry, assisting their clients in many aspects of construction, renovation, service and retail businesses.

## JOB OVERVIEW

The Product Data Coordinator will work closely with Purchasing, Tech Services, Marketing Teams, as well as the Network Administrator. She/he will maintain non-transactional data associated with the description, numbering and cross-referencing of products sold by the Company. This will include the collection, quality assurance and distribution of all information pertaining to the products sold by the Company to multiple database locations, ensuring that the data be consistent across all Media Platforms. The day-to-day activities of the Product Data Coordinator include, but are not limited to, the following:

- Writing and improving product descriptions and marketing copy
- Sophisticated Web research to analyze and report Product price analysis, Competitor price analysis & Inventory analysis
- Maintenance of website copy (product features/benefits/advantages, sales & clearance items) using Dreamweaver
- Maintenance of multiple cross reference databases
- Evaluating value-added functionality and marketability of possible product additions, helping determine whether or not to stock
- Using ACCESS, primarily, to ensure consistency of product information across all databases, platforms and website
- Researching, Data mining, creating, consolidating (Crystal Reports) and distributing inventory / sales reports

## JOB SKILLS AND PROFICIENCIES - REQUIRED

- MS ACCESS Database building ability to fit a project 'from the ground up'
- Intermediate to Advanced ability with MS EXCEL Formulae to build required Spreadsheets
- Highly experienced in Windows XP Environment
- Quickly master new computer programs
- Applicable mechanical skill and aptitude to correctly evaluate from a product's schematics as to why it should or should not be purchased and marketed
- Training Technical CSR's on new products' features/benefits/advantages
- Detailed and accurate record-keeping / data-handling skills
- Precise and fluent in spoken and written English
- Work effectively within a team
- Maximum productivity with minimal supervision

## JOB SKILLS AND PROFICIENCIES – PROFESSIONAL CULTURE

- Develop an awareness, appreciation and consistent practice of the Company's business philosophy.
- High energy, outgoing self-starter
- Seeing with the Customer's eyes
- Accept and reach performance goals
- Excellent time management skills

## PAY RANGE:

- \$12/hour to \$15/hour, based on experience; 90 Calendar Day Temp-to-Hire position.

## BENEFITS AFTER HIRE:

Client focuses on training / maintaining the industry's most qualified technical sales and support staff – their people are a successful team! Client pays their employees well, gives them generous benefits, a great work environment and they have a lot of fun together. Client offers flexible Sick/Vacation Time, Holiday, Jury Duty, and Bereavement leave, as well as a Section 125 Cafeteria Premium-Only plan, SIMPLE IRA retirement w/matching funds, a Medical Plan (subsidized), a Dental Plan (Employee), and an Aflac Supplemental Insurance Plan (Employee).

## CONTACT

Kelley Gallaher, Area Manager

Premier Employee Solutions

4455 S. Park Ave., Ste. #112

Tucson, Arizona 85714

Mobile: (520) 784-8395 / [kgallaher@premieremployees.com](mailto:kgallaher@premieremployees.com)

Office Phone: (520) 294-2804 / Fax: (520) 294-3719