

## Internet TOP 500 Ecommerce Company Hiring Merchandising Coordinator

The Betty Mills Company, an Internet TOP 500 e-tailer, is seeking a high-energy eCommerce Merchandising Coordinator. We are one of the nation's fastest growing web based suppliers of Cleaning & Janitorial, Industrial, and Office Supply Products, providing over 100,000 items to thousands of customers nationwide. If you have an interest in online retailing, and desire a fast-paced position within an online merchandising department, this is a great opportunity. The Company was founded in 2002 and is headquartered in San Mateo, CA.

As a Merchandising Coordinator, you'll work closely to help assist the Merchandising Manager with product marketing and merchandising on our website.

### Key Responsibilities include:

- Act as a liaison between web content, creative, and merchandising to execute site changes for site builds and seasonal launches, including changes in landing pages, banners, merchandise presentation and pricing
- Manage page and category level presentation of products: copy, images, cross sells and key word terms as well as merchandising messages and communications
- Responsible for site QA on merchandise, category and landing pages
- Proofread copy and creative and keep vigilant watch over website changes
- Develop promotions in support of the Company's leading Double Markdown program
- Contribute to e-mail marketing efforts by drafting, segmenting, and launching targeted email marketing campaigns
- Collaborate with IT/Engineering, Customer Service, Order Processing teams to resolve customer-facing issues quickly
- Manage administrative tasks

The ideal candidate has a marketing background/interest, ecommerce experience or desire to learn. He/she can understand the big picture, not just their role, and will anticipate roadblocks and find quick resolutions.

### Required Skills:

- Basic knowledge of HTML coding
- Excellent proficiency in Microsoft Windows, Office and Excel
- Strong data analysis skills
- Strong oral and written communication skills
- Web savvy – knowledge and familiarity with online retailing is a plus!
- A go-getter with a proactive attitude
- Ability to work collaboratively in team environment
- Ability to think and execute strategically in a fast-paced environment
- Ability to multi-task; flexible and readily adaptable to changing priorities

If you are interested, please submit a resume with a brief cover letter summarizing your interest in the position as well as your qualifications to [merchandising@bettermills.com](mailto:merchandising@bettermills.com).

**Salary:** Commensurate with experience

**Benefits Plan:** Medical, Dental, Vision, 401K, and a Wellness Program.

Visit us on the web at [www.bettermills.com](http://www.bettermills.com).