Superhome Center (DIY) Ltd, the leading retailer in Cyprus for DIY and Home Improvement, with 6 stores all over Cyprus, seeks to recruit a highly motivated individual for the position of eCommerce Catalogue Officer based in Nicosia.

Role Overview:

The eCommerce catalogue Officer will be a member of the company's e-Commerce Team. The person will be responsible for updating and maintaining the product catalogue of the Superhome Center E-Shop.

Duties and responsibilities

- Gaining familiarity with the Superhome Center product catalogue.
- Maintaining and updating the e-Commerce product catalogue.
- Gaining proficiency with the Superhome Center E-Shop back-office systems.
- Use of the company's ERP as well as the E-Shop's back-office system.
- Liaising with other internal departments as well as suppliers of the company to maintain excellent relations and open channels of communication during the pursuit of their duties.
- Prepare new items for uploading on eCommerce platform.

Key Skills and qualifications

- A bachelor's degree in Business, Marketing, or a related field.
- Excellent MS Office (Word, Excel) and strong general computer skills.
- Previous experience in E-Shop environment will be considered an advantage.
- Familiarity with ERP systems will be considered an advantage.
- Excellent organization and time management skills.
- Excellent verbal and written communication skills both in Greek and English.
- Strong team player able to work in a fast-paced environment.

Remuneration and Benefits Package

The company offers an attractive package and benefits based on the qualifications and experience of the successful candidate.

As part of our commitment to protect your personal data, please submit your application through the http://superhome.com.cy/greek/καριερα   or   https://ctcgroup.com/careers/ by **April 28 2024.**

We will only contact you if you have been selected as a candidate for this position.

All applications will be treated with confidentiality.