



**JOB TITLE:** Website Coordinator  
**REPORTS TO:** Chief Technical Officer  
**LOCATION:** Fully Remote  
**FLSA CLASS:** Non-Exempt, Hourly  
**POSTING DATE:** 20-Mar-2023

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### **BASIC FUNCTION SUMMARY:**

Under the direction of the Director of eCommerce, the Website Coordinator will be responsible for the review, auditing, publishing and maintenance of products, promotions, and marketing placements across ePromos websites. This role will be an internal facing website content manager.

*The following duties are not intended to serve as a comprehensive list of all duties required in this position. This job description is intended as a representative summary of the major duties and responsibilities. This role may not be required to perform all duties listed and may be required to perform additional duties as requested.*

### **ESSENTIAL FUNCTIONS: Duties, Skills, Responsibilities and Expectations:**

- Support internal Technology team with review, publishing, and maintenance of site related materials
- Identify continuous improvement processes related to new features/enhancements, customer behavior, to benefit sites and performance
- Reviews requests for custom programming and integrations
- Liaise with Creative Services business units to insure branding guidelines and content quality control are adhered to
- Primary contact for Customer page design, content, and website updates
- Execute Google Analytics and site audits as needed for current/relevant product data and customer experience
- Work in partnership with stakeholders to define best practices for client eCommerce experience
- Adheres to set policies and procedures to help ensure compliance and consistency across online store platform
- Web design, content, and functionality SME
- Meet department goals and objectives through meetings and communication with manager and team through KPI's and/or organizational metric(s)

*Maintain appropriate physical and mental health required to perform the essential functions of position*

### **MINIMUM REQUIREMENTS:**

- 2-3 years' verifiable experience with high volume eCommerce website(s)
- Experience working in NetSuite a plus
- Excellent written and oral communication skills
- Sound judgment in decision making and problem solving
- Ability to work independently or team as required by the task or project
- Always maintain the highest level of confidentiality and professional conduct

## **Required Education:**

- High School diploma or equivalent

## **WORKING CONDITIONS:**

- Position is fully remote to the US only
- Ability to accommodate multiple time-zones with primary ET (EST/EDT)
- Dedicated workspace and high-speed internet
- Frequent video conference/email/chat

## **PHYSICAL DEMANDS:**

- Maintaining a stationary position for up to 50% of the workday
- Consistently operate a computer and other productivity equipment including keyboard, webcam, and document scanner
- Clarity of vision of 30" or less
- Ability to perceive sound in the capacity of oral communication
- Exertion of up to 10lbs. of force as related to lift or move of objects

***We are an Equal Opportunity Employer!***

ePromos is committed to creating a diverse workplace environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.