

Job Title: Product Data Steward
Department: Data Operations
Reports to: SVP, Operations
FLSA Status: Exempt
Employment: Full Time
Salary: Negotiable
Benefits: Excellent benefits, 401K, generous PTO, work-from-home policy.
Location: Company Headquarters, Bradenton, Florida

Summary:

We are a small technology company whose mission is to provide effective, high quality, affordable supply chain technology and services to retailers and their vendors. We have a particular emphasis on managing large amounts of catalog, pricing, and deal information for vendors and their retailers, web apps with integrated scanning for in-aisle ordering, web portals for order management and analytics, and POS agnostic API's for purchase orders and related documents and data. We specialize in managing data processes for multiple retailers and multiple vendors through a single solution in the natural product industry. Our Data Operations department processes hundreds of thousands of products which must be categorized correctly to facilitate accurate and relevant item search and wholesale reports for retailers and manufacturers. We are seeking a person with natural product knowledge and understanding of the relevant departments, categories, sub-categories, attributes and certifications to work with our team to keep our product database current and accurate.

Duties & Responsibilities:

- Accuracy of new products entering the data ecosystem
- Category and brand mapping products accurately
- Research and correct product data issues
- Research and apply standardized product categorization across multiple vendors
- Vendor outreach for product information and modifications
- Liaison between data architect, data analysts and business executives
- Researching and identify changes to brand name and categories

Essential Skills:

- You are comfortable with Microsoft Office and similar productivity tools
- You are very familiar with products, brands and categories within the natural products industry
- Good written and verbal communication skills
- Good Customer Service skills
- Good written documentation skills
- Comfortable with technology and willing to learn new technical applications and tools
- Research and learning

You may be the right fit if:

- You are a self starter who will figure out what it takes to get the job done
- You love to learn and learn fast
- You are timely and reliable, enjoy working with and in teams and are a team player
- You possess a proven ability to execute on developed strategies
- You understand, actively participate and are passionate about continuous improvement
- You have a great attitude