



# *eCommerce Data Specialist*

## Job Description

The eCommerce Data Specialist is responsible for creating product listings online and website maintenance. Must gather product information from different vendors and upload to the website. Use Adobe Photoshop to size and edit images. eCommerce data specialists will collaborate with entire marketing team on new marketing campaigns to create a cohesive approach to the entire marketing strategy and digital media.

## Key Areas of Responsibility

- » Meet and collaborate with Marketing Team
- » Update website catalog of products
- » Create digital displays for website
- » Ensure website is up to date and functional
- » Communicate with contracted website developer if issues arise or assistance is required
- » Other duties as needed

## Skill Set Requirements:

- » Strong communication skills
- » Strong customer service skills.
- » Strong organizational skills
- » Strong attention to detail
- » Positive attitude and willingness to learn
- » Excel in fast-paced, evolving work environment
- » Familiarity with Adobe programs and Wordpress
- » Familiar with standard retail processes

## Physical Demands:

- » Close vision for PC work
- » Repetitive wrist movements on computer

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job.



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**West End Billings**  
7305 Entryway Drive  
Billings, MT 59101  
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**Downtown Billings**  
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**Great Falls**  
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**The Shop**  
1615 6th Ave. N  
Billings, MT 59101