



Mikuni American Corporation Job Description

Company Position Title: E-Commerce Product Listing Specialist

FLSA Status: Exempt

Department: Chicago, Aftermarket Sales

Location: Schaumburg, IL

Reports to: Department Manager

General Position Summary

Responsible for the creation and implementation of strategies that make online transactions possible; developing online sales opportunities, writing content, photographing products, and growing our online presence by optimizing listings, managing assets, and streamlining processes. Customer/consumer support.

Essential Job Functions

e-Commerce

70%

- Create and implement strategies that make online transactions possible
- Write and edit product content that will be published on e-Commerce websites/portals
- Set standards, systems, and best practices for new product listings, content creation, distribution, and maintenance
- Work closely with different teams (Aftermarket, OEM Sales, Web Developer) to provide updated content that will be shared across e-Commerce platforms
- Be a subject matter expert to assigned product categories
- Create and maintain product database

Customer Support

20%

- Respond to consumer product inquiries

OTHER & MISCELLANEOUS

10%

- Seeks constant improvement, more efficient and cost effective ways and means in work processes.
- Performs special projects and other miscellaneous duties as assigned by supervisors
- Maintains high ethical standards in the work place.
- Reports all irregular issues and problems to supervisors for solution.
- Maintains good communication with supervisors, office staff members and outside contacts.
- Complies with all company policies and procedures.
- Responsible for maintaining a clean and safe working area.
- Proficient in all MS office software. (Excel, Word, PowerPoint.etc.)

Job Dimensions (skills, knowledge & abilities)

Corporate Skills

Communication, Dependability/Reliability, Flexibility/Adaptability, Judgment, Initiative/Follow Through, Teamwork. Japanese Language is a plus.

Essential Job Dimensions

- Strong knowledge of Powersports, carburetors and fuel system components
- Proven ability to take clean marketable photographs

- Comfortable learning new software and systems. Adaptable to changes with projects, processes, and channels. Ability to set and accomplish individual, team, and department goals. Strong attention to detail. Analytical and problem-solving skills.

Qualifications

Education & Work Experience

- A minimum of associate degree and one year of customer service or e-commerce experience, or any combination of education, training and experience that demonstrates the ability to perform the duties of the position

Certificates / Licenses

- none

Supervisory Responsibilities

- none

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work is typically performed in an office environment. However, the employee is required to be very mobile and frequently travels by both automobile and plane.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully the essential job functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee is required to frequently sit and occasionally must stand, walk, use hands and fingers and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities include the ability to read and analyze data in hard copy and on a computer screen, measure or identify using eyesight and adjust vision focus.

The above job description identifies the essential job functions and skills needed by the person or persons assigned to this position. These job functions and skills are not intended to be a complete and exhaustive list of all responsibilities, duties and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. The information contained herein is subject to change at the company's discretion.

Employee Signature

Date

Manager Signature

Date