



JOB POSTING

POSITION: E-Commerce Coordinator – Independent Programs
STATUS: Full-Time
LOCATION: Kohl & Frisch Limited (Concord, ON)
REPORTS TO: Marketing Manager, Independent Programs & E-Commerce
DEPARTMENT: Manufacturer Relations

Primary Role of This Position

The E-Commerce Coordinator – Independent Programs oversees the day-to-day activities within a range of various programs including the Independent (IND) Flyer Program, health One™ and various retail programs. He/she is responsible for all regular administrative tasks with regard to the Independent Flyer Program, and for site tasks such as product listing, content creation, and other duties assigned.

Major Responsibilities

Independent (IND) Flyer Program

- + Coordinates production and execution of IND Flyer Program, which includes artwork, price points, proofing, and printing and distribution activities associated with the flyer program
- + Coordinates the addition/deletion of stores from the flyer program and associated customer imprints
- + Captures customer/Sales team feedback relative to IND Flyer Program
- + Coordinates IND flyer and completes pre-book reports for the Sales and Manufacturer Relations team(s)
- + Provides list of health One products and images for monthly flyer

health One™

- + Ensures all health One item files and price lists are current and up to date
- + Analyzes market retails of P&L to ensure health One is positioned according to Kohl & Frisch's pricing strategy
- + Manages image library

HealthSnap

- + Participates in the coordination of all HealthSnap promotions
- + Works with Finance to ensure customer payments are accurate
- + Provides customer service (orders, inquiries, complaints, website issues, payment issues, etc.)
- + Provides weekly, monthly, and quarterly reports

Retail Programs

- + Participates and coordinates activities in relation to the IND seasonal promotions

- + Coordinates schedules for refreshing the web content made available for IND customers (top-selling OTC items and web advertising)

Customer Relationships

- + Ensures all wholesale partner price lists are up to date and accurate
- + Coordinates wholesale partner orders and follows through on delivery of orders

Education and Experience

- + OSSD is a requirement, post-secondary education with major in Marketing, Business etc. is an asset
- + 1-3 years of experience in a similar role
- + Website maintenance experience
- + Google Adwords and Analytics

Qualifications

- + Experience manipulating large spreadsheets of data
- + Advanced level proficiency in Microsoft Office (Excel, Word, PowerPoint)
- + Email marketing program Mailchimp experience an asset
- + InDesign or Photoshop and Adobe Acrobat experience an asset
- + HeidiSQL experience an asset
- + Must possess excellent organizational, time management, and analytical skills
- + Must have strong interpersonal skills with the ability to effectively communicate
- + Strong written and verbal communication skills
- + Results-oriented with a positive attitude and the ability to work well under pressure and within deadlines

How to Apply

If you are interested in applying, please submit a cover letter and a résumé no later than **July 29, 2019**, to: fvaiianisi@kohlandfrisch.com. Please ensure you specify the job title, **E-Commerce Coordinator – Independent Programs**, in the subject line of your email.

Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted.