

PLANET EXPAT IS HIRING A JUNIOR PRODUCT COORDINATOR FOR THE FRENCH MARKET
FOR PERMANENT UNDEFINED.

Date : 07/02/2018

Job reference : 180122-23823969

Type of contract : Permanent

Localisation : Berlin 10000, DE

Contract duration : Undefined

Level of studies : Bachelor's Degree

Years of experience :

Company description :

Planet Expat provides career-boosting paid internships in some of the most innovative and dynamic Start-ups in Latin America, Europe and the USA. We connect students with promising start-ups abroad through a program that allows them to gain valuable professional experience in international environments while being key contributors to innovative projects.

We are a company specialized in connecting home professionals with people looking to remodel their home. In our platform with millions of users, you can get from ideas and inspiration, to purchasing products and services for remodeling your house. We have offices in the UK, Germany and the US.

Job description :

We are recruiting a Product Coordinator for the French market. For this job you will need excellent communication skills, adaptability and a keen eye for detail to carry out the following missions:

- Teach English vendors through data files and explain which product information is required. Keep a close business relationship with vendors in order to successfully collect the best data.
- Re-format and error check Excel files using logic and formulas.
- Use programs to upload product data onto the website, including noticing and solving errors.
- Review every product page once online.
- Communicate with team members, other departments and external partners.

Required profile :

- Excellent English and French.
- Goal-oriented with the ability to work both in a team and independently, showing initiative.
- Strong organisation and project management skills. Must be able to multitask and work efficiently and accurately.
- Excellent interpersonal, verbal, and written communication skills.
- Good knowledge of Microsoft Office and advanced Excel skills.
- Have the ability to use perfectly iOS/Apple computers and be Internet savvy.
- Empathetic with users.
- Positive attitude with a drive to take on challenges.
- Enjoy a good startup environment and have the ability to adapt quickly.
- Previous experience in a client service role is a bonus.

To apply: <https://apply.multiposting.fr/jobs/6525/23823969>