



Freeman Automotive (UK) Ltd  
EBC Brakes World Headquarters  
Upton Valley Way East  
Pineham  
Northampton  
NN4 9EF  
Telephone: (01604) 583344  
Fax: (01604) 587412

[www.ebcbrakes.com](http://www.ebcbrakes.com) e.mail: [info@ebcbrakesuk.com](mailto:info@ebcbrakesuk.com)

MANUFACTURERS OF THE WORLDS LARGEST RANGE OF DISC BRAKES FOR ANY VEHICLE

## Job Description – Trainee Data/Ecommerce Assistant

### SUMMARY

We have an exciting opportunity for a Trainee Data/E-Commerce Assistant to support the Data & Publicity Manager. This is an interesting and varied role which will evolve with the successful candidate as their product knowledge and experience grows. This role is open to candidates with some previous experience in an admin/data/office role and full support and training will be given to the right candidate who has the enthusiasm and an interest in learning.

### PRIMARY RESPONSIBILITIES

- Updating data that drives the ecommerce websites on a monthly basis so our listings are always current, using Microsoft Excel;
- Checking and comparing catalogue and price data files each month before mailing to customers, flagging any anomalies to Technical/Business Development teams for correction.

Once initial training has been completed and the successful candidate has a good knowledge of product ranges, duties may be expanded to include some or all of the following:

- Updating and maintenance of Amazon Marketplace listings;
- Updating of TecDoc aftermarket data management modules;
- Updates to central database to include extracting catalogue data to send to customers;
- Using MailChimp to send out mailers to B2B and B2C customers;
- Updating files on customer portal, creating user accounts for customers;
- Basic WordPress training to make minor edits to brand website;
- Basic Photoshop training to make minor edits to images;
- Any other work/tasks assigned by line manager and Senior Management Team.

### SKILLS & EXPERIENCE REQUIRED

- Meticulous attention to detail, high level of accuracy and analytical mind;
- Excellent written and verbal communication skills;
- Ability to manage time effectively to complete multiple tasks;
- Ability to work independently and as part of a small team.

### DESIRABLE SKILLS

- Knowledge of Excel

**SALARY** Dependent on experience

**HOURS OF WORK** Monday-Thursday 08:30-17:00 and Friday 09:00-15:30 (30 minute lunch break each day). Total 38 contracted hours per week.

**NOTE:** The statements above are intended to describe the general nature and level of work being performed by people assigned to the job. They are not construed to be an exhaustive list of responsibilities, duties and skills required of personnel in the job. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.