



PROFILE OF INNOVATION

Job Description:

Title: Web Project Coordinator

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Position Description:

We are looking to fill an integral position in our eCommerce team: the Web Project Coordinator. This person will be responsible for coordinating a diverse portfolio of web projects. This role requires the ability to collect requirements, suggest web solutions, and coordinating the work to ensure all deadlines are met. This position reports directly to the eCommerce Manager

Primary Responsibilities:

- Plans & coordinates all required assets for front-end of website with eCommerce and Marketing departments
- Keeps projects on track and communicates project timelines and status updates
- Responsible for project documentation including plans & status reports
- Performs the overall day-to-day management of projects to ensure that all objectives are achieved within time/cost/quality constraints
- Communicates all Web and eMarketing efforts to the Communications Coordinator so that the field is fully aware of all web related activities
- Act as a point of contact to troubleshoot and resolve website incidents
- Works with 3rd party web partner on website enhancements, features, bugs, and development projects
- Performs QA on Hybris platform for launch of newly designed features
- Reviews website regularly to ensure functionality meets content standards
- Responsible for reporting to the eCommerce Manager and IT regarding overall Hybris application performance
- Stays abreast of the eMarketing / web industry to bring new ideas, proposals on strategies, tools, procedures or technologies and to ensure that our electronic media strategies are effective and pertinent
- Reviews & comments on competitors' web sites and ensures that our web site experience surpasses that of our competitors'
- Ensures websites are optimized and maintained





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Required skills/abilities:

- BA degree or equivalent experience
- Proven ability to prioritize, follow through, multi-task, and pay attention to details
- Strong time management and organizational skills
- Excellent listening, verbal and written communication skills
- Strong computer literacy, in depth knowledge of Microsoft Excel, Word, and PowerPoint are helpful
- Experience using tools like JIRA and other workflow tools is a plus
- Excellent problem-solving skills
- Excellent customer service orientation in dealing with external audiences and internal clients
- Content Management System experience is a plus
- Web Analytics skills is a plus

About Schluter Systems, L. P.

Schluter®-Systems is a family-owned and internationally renowned company that has been rapidly growing over the last 10 years. The Schluter brand is backed by a team of people working together to create a line of innovative products that provide solutions to the tile industry. We're looking to build our team with individuals who like to think BIG, and want to be part of what makes our products--extraordinary. We are a company that treats its employees, suppliers, and customers as long-term partners. Where success is built on a win-win philosophy and everyone should benefit.

"Profit is not the goal of the business. Profit is the consequence of a job well done"..... Werner Schluter, Founder

Are you interested in a truly unique and special company? Hear from our employees on what it means to be part of the Schluter family: <http://www.schluter.com/careers> . Then if you're ready to see life in Orange, talk to us about this career opportunity at Schluter®-Systems.

