



PROFILE OF INNOVATION

Job Description:

Title: Web Project Coordinator

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Position Description:

Our culture is fueled by passionate employees committed to addressing our customer needs, so that every point of interaction reinforces a great Schluter experience. Joining Schluter is not starting a new job; it's taking the first step in launching your new career.

Reporting to the E-Commerce Manager, the Web Project Coordinator organizes and coordinates on-going digital tasks and functions a point of contact between the line of business and the Web Team. The Web Project coordinator also occasionally updates material on the site, such as posting new homepages and landing pages to go along with the current sales, events and seasons. The Web Project Coordinator will act as a gatekeeper for web task and become a key communicator in the department.

Please note that this is provided as a summary and is a non-exhaustive list which may include other assignments from time to time by management.

Primary Responsibilities:

- Maintain the web site task list and makes sure its items are accomplished in a timely manner
- Responsible for all department Web data and the file structure in which it is kept
- Communicates with the department on a regular basis, ensuring marketing tasks are prioritized, organized and scheduled
- Assists in web asset collection and delivery with individuals across all departments
- Responsible for being the departmental liaison with the IT/Web
- Partner with Web and Online Marketing stakeholder's to ensure plans are coordinated and responsible team members meet deadlines
- Updates master timelines including organizing assets and updating team on status and budgets
- Work with Product teams to gather design and development assets for sites and marketing
- Assists with Quality testing of websites
- Assist with web page building
- Responsible for providing information regarding web tasks and web updates

Qualifications:

- University degree in digital project management or a closely related field
- 3 to 5 years of digital or web project coordination
- Bilingual (oral and written)





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Required skills/abilities:

- Strong Team spirit
- Excellent listening, verbal and written communication skills
- Proven ability to prioritize, multi-task and pay attention to details
- Working knowledge of computer applications, including those involving; word processing, spread sheets, PDF creation, photo and graphic editing and google doc.
- Basic internet skills and knowledge; Working knowledge of World Wide Web, basic Web Site terminology and web site usage; Understand the value of external links and link sharing
- Well Organized
- Self motivated; ability to accomplish tasks with minimal instructions
- Ability to be objective in all communications
- Knowledge of e-commerce websites or web content is a plus

About Schluter Systems Canada

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.

