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Administrator Jobs in Dubai UAE 2023 | SOFITEL Careers

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Description:

The Merchandising Administrator will be responsible for supporting the online Merchandisers with the administrative tasks related to online trade to create an exceptional online experience:/

Job Responsibilities

Responsible for uploading the approved content on the websites and Applications of Majid Al Futtain Lifestyle.

Selecting the stock required for Photo shoots from item list and liaising with the warehouse team for delivery.

Updating the dynamic Studio sheets regularly to ensure accurate data at all time.

Linking the product photos to the correct product information and details to ensure proper representation on the App & Website.

Job Requirements

High School Certificate

1-2 years in an online merchandising role

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