

United Arab Emirates Jobs Expertini®

Assortment Coordinator

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Company: Instashop

Location: , , United Arab Emirates

Category: other-general

InstaShop: Shops you love delivered better Role overviewApplication BackAssortment Coordinator Products - United Arab Emirates, AE - Full time - 820 InstaShop, headquartered in Dubai, is the leading online marketplace for supermarkets, pharmacies, pet shops & other businesses in the Middle East. With a young & motivated team and an office resembling the ones of startups in San Francisco, InstaShop is the right company for individuals passionate about adding value within a fast-growing technology company. The Assortment Coordinator will be responsible for handling daily product operations and shopping experience of our users. Whether it's reviewing the price of mangoes or replacing a boring banana photo with a delicious one. You are expected to be result-driven, and deliver the KPIs set in place; all while maintaining excellent customer service to our partners. Primary Responsibilities Manage merchandise product database & ensuring quality of vendor's assortment is maintained at 100% accuracy Coordinate with shops for product requests, price updates and to monitor stock availability to ensure customer satisfaction Address vendor issues through WhatsApp/Calls Manage and assist on PLU code updates in order to streamline the price integration process for fresh items, etc., Cross-work with other internal teams in order to achieve operational KPIs To use the InstaShop services as per the company policies in order to provide feedback on how to improve the service Requirements Bachelor's degree in any discipline Minimum 1 or 2 years of experience in a similar role is a plus Good analytical skills Excellent verbal and written communication skills Effective organizational skills Intermediate skills in MS Excel, Word, PPT Ability to work as part of a fast-growing team and be a team player Everything you need in just a few clicks! Get the app

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