

Assistant Manager – Catalog QC

About Us

ODN (short for 'Open Doors Now') is the market leader in Shop-Now Content™ strategies; simplifying E-Commerce with content that sells by offering tailored AI-driven Shop Now Content™ services to brands, digital agencies, and marketplaces.

ODN's array of services spans the entire spectrum of content creation essential for establishing a robust E-Commerce presence. Founded in 2015, ODN has delivered more than 1000 projects for over 500 brands and agencies including, Amazon, Flipkart, Reliance Brands, Nykaa, Myntra, ONDC, Tata Cliq, Fossil APAC, United Colors of Benetton, M&S, TTK Prestige, CRED, Noon, Fabindia, Zydus, Hindware, Landmark Group, Babyshop, Centrepoint, Group M, Hogarth.

Roles and Responsibilities:

- As a Lead QC, supervise and own the quality of the output of the catalog team.
- Establish and maintain QC protocols, procedures, and standards.
- Lead initiatives/train the team for continuous improvement in QC processes and quality.
- Conduct comprehensive reviews of product listings to ensure accuracy and completeness of information, including product titles, descriptions, images, and specifications.
- Verify product data against internal guidelines and industry standards to ensure consistency and compliance with best practices.
- Identify and rectify errors or discrepancies in product information, such as missing attributes or misleading descriptions.
- Utilize content management systems and proprietary tools to update and maintain product information in the catalog.
- Proficiency in utilizing content management systems and Microsoft Office applications.
- Familiarity with e-commerce platforms and online retail processes is advantageous.
- Effectively communicate with cross-functional teams to address issues, implement solutions, and ensure alignment on catalog standards and guidelines.
- Stay abreast of industry trends, product updates, and best practices related to catalog management and content optimization.
- Ability to work independently and collaboratively in a dynamic, fast-paced environment.
- Knowledge of SEO principles and best practices is desirable.

Reporting

They will make each Project quality score every month and share it with the respective client and internal team as well.

Training

They will conduct every month training on new topics or if any team member has a lack of knowledge in any projects. Like-**New Category, Market Trends, Any new**

Hiring organization

ODN Digital Services

Employment Type

Full-time

Experience

3+ years

Salary

3 – 6LPA

Job Location

Ghitorni (Near Ghitorni Metro Station), 110030, New Delhi, India

Working Hours

10:00 AM to 7:00 PM

Date posted

May 28, 2024

updates.

Candidate Requirements:

Education:

- Graduate in any field

Experience:

- 3+ years of experience in Catalog QC.
- Previous experience in catalog management, content creation, or quality control is preferred.

Analytical Skills:

- Strong analytical abilities are required to interpret data and make informed decisions. Proficiency in Excel/Google Sheets, including lookup and pivot tables, is a must.

Overall, your role would involve managing the end-to-end process of catalog quality control, from data entry to publication, to ensure that customers have access to reliable and accurate product information.

If you embody these qualities and are ready to take on the challenge, we invite you to join our team and contribute to our continued success!

Contacts

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