

We are hiring an experienced E-Commerce Project Coordinator to help us keep growing. If you're dedicated and ambitious, Choko and Fast Eddie is a great opportunity and we want to meet you!

In this Project Coordinator role, you'll be part of a busy clothing company and wearing many hats...literally. You'll be writing copy, organizing product codes and photos for multiple websites, and working with our web team to coordinate marketing campaigns. If you enjoy variety and staying busy, don't hesitate to apply.

Responsibilities for Coordinator

- Organize and coordinate on-going web projects for our growing e-commerce division from concept to design, writing and editing, and working with our web team on creative and social media marketing initiatives
- Take a lead project management role in maintaining dates, timelines and communication by coordinating with all key stakeholders and vendors
- Coordinate the launch of consumer facing websites and continuous improvements as consumer demand changes, conducting regular analysis of processes and procedures and making adjustments as necessary
- Edit and approve the final versions of website content including photos, written copy, pricing and customer experience
- Present progress and results of tasks to management and other interested parties in person or in digital format
- Coordinate with the design department and the marketing team to have a cohesive and consistent brand message
- Relay any important communication from the brand client to the internal team and marketing team
- Create a seasonal strategy for each online retail brand
 - Set goals in coordination with VP Sales and Marketing
 - Work with the marketing team to integrate those goals into the advertising strategy
- Coordinate the online retail strategy with the brand managers and clear trend plan with the design team
- Perform other relevant duties as required

Qualifications for Coordinator

- Several years of experience working in the field of digital and online sales
- Demonstrated hands-on experience managing web marketing materials
- Working knowledge of web design
- Moderate computer skills, particularly email, spreadsheets, and presentation creation software
- Ability to understand digital ad performance reports and apply to sales reports to provide the marketing team with feedback
- Ability to clearly communicate, expressing requirements and expectations to a wide range of individuals
- Excellent written communication skills, especially in the English language
- Strong attention to detail in evaluating the completion of various phases of a project
- Analytical skills to monitor progress of an undertaking and identify areas needing adjustment or improvement
- Critical thinking and problem-solving skills are essential
- Strong work ethic and personal accountability
- Willingness to manage multiple tasks at once and adhere to guidelines, budgets, and deadlines
- Cooperative and communicative attitude with executive staff, managers, and employees