



<https://scicustom.com/job/junior-project-manager/>

## Junior Project Manager

### Description

SCI, an American based manufacturing company that specializes in providing high performance furniture to the restaurant, educational, hospitality, healthcare, corporate and gambling industries is hiring a Jr. Project Manager & eCommerce Specialist. This position is primarily responsible for ensuring that the Company is consistently providing quality service to all customers, constantly looking at ways to improve project efficiencies and the overall productivity by tracking tasks, completion, and other metrics.

This is a newly created role based on company growth! Come join or team at this very exciting time in our business!

### Responsibilities

Core duties and responsibilities include the following:

- Submit quote completions to customers for review and signature approval.
- Communicate with departments to ensure design, manufacturing, purchasing and accounting are aware of project requirements.
- Answer customers' inquiries promptly and keep them informed of order status, project progress (including any changes) and completion date. Be the customer's advocate.
- Communicate in a positive and professional manner when partnering with customers and employees.
- Respond timely to service and warranties for internal and external customers
- Respond to and qualify website leads.
- Communicate to VP of Sales qualified leads and assign them via CRM.
- Create quotes and sales orders in Epicor for the sales team.
- Assist in answering phone calls so no inbound calls go to voice mail.
- Manage and prioritize competing demands. Be flexible to changes and delays.
- Manage pricing for Amazon platform in coordination with management.
- Process, organize, and maintain images and other digital assets.
- Report and analyze Key Performance Indicators and category performance on a weekly basis.
- Manage inventory status across ecommerce platforms to maximize in-stocks.
- Partner with merchandising teams to ensure that the right products and initiatives are being promoted across all platforms.
- Optimize content utilizing keywords and phrases to maximize SEO.
- Develop and manage product attributes to drive quality online listings.
- Complete competitive analysis on how competitors are promoting products and programs on their digital platforms within the market.
- Write short form copy of product features & benefits to improve organic search results.
- Manage reporting and analysis of sales data to drive listing improvements.

### Hiring organization

SCI

### Employment Type

Full-time

### Job Location

125 Connell Ave., 60436, Rockdale, IL

### Date posted

September 11, 2024

- Communicate weekly with internal purchasing team to ensure adequate in-stock levels for marketplaces and owned-sites.
- Set-up and maintain new items/products on all our ecommerce platforms (Amazon.com, Vendor Central and SCI pages).
- All other duties as assigned.

### **General Background and Minimum Requirements**

- Bachelor's Degree preferred
- 0 to 2 years related experience in millwork or custom furniture industry preferred.
- Amazon Vendor or Seller Central experience strongly preferred
- Two-year minimum of eCommerce merchandising and operational experience preferred.