



Vacancy: Product Co-Ordinator

MOSS NEEDS YOU!

Are you or do you know the ideal candidate for the role of 'Product Co-Ordinator' for Moss Europe ?

Product Co-Ordinator

Moss are looking to expand the marketing department with the addition of a new role; Product Co-Ordinator. The role is to support the Product Manager & Marketing department in the development of catalogue content for print & web based media.

Key activities to include:

1. Create listings to reflect the historic information and display available product in a clear concise way.
2. Write text to explain features & benefits of products.
3. Compile product information documents & fitting instructions.
4. Be the point of contact for catalogue corrections.
5. Liaise with artworker to update printed catalogue.
6. Liaise with Web Developer to make changes/updates to the website.
7. Ensure products in inventory are included in cataloguing.
8. Work with Product Manager on content for new products.
9. Work with artworker to ensure presentation in catalogues is correct.

Key personal attributes

- Enthusiasm.
- Good communication skills & efficient working practices.
- Proficient use of Microsoft Word & Excel.
- An understanding of cars & the principles of their operation are essential.

The role will be based at Moss London, Hampton Farm, TW13 6DB.

To apply please email a copy of your CV and a covering letter to: Alex Chaperlin, Product Manager at achaperlin@moss-europe.co.uk or send to Moss Marketing, Moss Europe Ltd, Unit 16, Hampton Farm Ind. Est. Bolney Way, Feltham, TW13 6DB. Closing date: 18 August 2010.

