**Job Description: Catalog Executive – E-commerce / Online Retail**

Experience: 1-3 Years (preferred)

Employment Type: Full-Time

Industry: E-commerce / Online Retail / Product Catalog Management

Salary bracket: within 25K

Operation: Work from home

Shift: General

Week Off: All Saturdays working

**Job Summary:**

We are looking for a detail-oriented Catalog Executive to join our dynamic team and take responsibility for managing product data across multiple platforms. The ideal candidate will have experience in data mining, product mapping, and data cleansing, ensuring our product catalog is accurate, well-organized, and optimized for maximum customer engagement.

**Roles and Responsibilities:**

1. Maintain and update product listings across e-commerce platforms
2. Identify, extract, and map relevant product attributes from multiple sources to ensure consistency across platforms.
3. Detect and correct errors, inconsistencies, or duplicates in product information to ensure accuracy.
4. Ensure all product details (images, descriptions, attributes) comply with platform guidelines and business requirements.
5. Maintaining records of work received and work performed
6. Timely reporting of work status to the immediate superior
7. Completing the production targets with expected Quality

**Desired Candidate Profile/Skills Required:**

* Hands-on experience with MS Excel, including proficiency in using VLOOKUP, filters, find & replace functions, and other data comparing formulas
* Data Mining & Data Analysis
* Product Mapping & Categorization
* Data Cleansing / Data Quality Management
* Familiarity with online retail (e-commerce) and product catalog information
* Google Sheets for catalog tracking and reporting
* Good data analysis skills and great attention to detail
* Ability to work in a high volume environment on daily basis
* Ability to take initiative to identify and solve problems
* Strong background in web search and familiarity with various ways used for searching for information

**Relevant Keywords:**

Data Mining, Product Mapping, Data Cleansing, Catalog Management, Product Listing, Data Cataloguing, Product Data Management, Product Data Sourcing, Product Cataloguing