**Web Content and Marketing Support Assistant - Dutch**

We at CeX are looking for a Web Content and Marketing Support Assistant - Dutch.

**Company Introduction:**

Founded in 1992, CeX is a leading UK based retail chain having operations in multiple territories across globe with strong foothold in the domain for the past 2 decades. Serving customers through more than 500+ stores in the UK, Spain, Ireland, Australia, Portugal, Netherlands, Poland, Mexico, India and Italy with a manpower strength of over 3500+ employees. We trade games, blu rays, gadgets, mobile phones, computing products, and flat panel technology, providing a unique 2-way service.

To know more about our company please visit: [www.webuy.com](https://in.webuy.com/)

**Location:** Lower Parel, Mumbai

**Experience:** 0 -1year

**CTC:** 4 - 6.5lac pa

**Job Responsibilities:**

* Create product descriptions (translate and/or edit/write in Dutch) and upload it on the website as per the requirements from commercial, marketing and e-commerce teams
* Coordinate with respective departments whenever required to collate feedback on content uploaded and to incorporate the changes as suggested
* Managing time to ensure that deadlines are strictly met, especially for high profile product launches
* Working with our International team to ensure that all product descriptions are submitted on time matching our quality standards
* Edit the content and write it in English, if required, avoiding any grammatical errors
* Ensure consistency of graphic asset e.g. viewpoints, sizing, ratios, image resolutions etc
* Site maintenance through frequent site checks to ensure that all products are allocated to the right categories
* Perform site check on new products to ensure that all new products are fulfilled and that they reflect on the site correctly
* Flag up any broken/missing links to the web development team and follow up from time to time to ensure that the broken/missing links are fixed
* Assist in UAT of the website whenever upgrades are launched as per the requirement

**Required Skills:**

* Fluent in verbal and written language skills (Dutch) is a must
* Good communication skills in English
* You love digital entertainment - you have pockets full of gadgets right now and a decent collection of games and DVDs back home - you absorb what you read about technology simply because you are crazy about it
* Willing to learn on the job, quickly absorbing all that has been taught and applying the same on daily basis
* You are open to new ideas and can embrace a business model that most companies have forgotten
* A high level of accuracy and attention to detail
* Excellent communication, team working and interpersonal skills
* Internet Savy with good search skills through various search engines
* Basic knowledge of HTML and Photoshop
* Good MS Office skills (Excel)
* Familiarizing yourself with different tools used for uploading content including any changes introduced to existing tools from time to time as well as any new tools that are introduced in future
* Ability to work independently with minimal supervision
* Strong commercial awareness, knowledge of the High Street and an understanding of competitor websites
* An understanding of the e-commerce tools

**Apply:** Interested candidates kindly email us you’re updated resume to in.careers@webuy.com. For additional information call us at 7738096814.