A person smiling with her hair pulled back

Description automatically generated**A black background with a black square

Description automatically generated with medium confidence**

**WE**

**LOCATION:**

HP HQ Reading & home working

**WORKING HOURS:**

Mon – Fri, 37.5 hours per week

**SALARY/DAY RATE/GRADE:**

Up to £28,000 per annum

**OTHER BENEFITS:**

10% Bonus, Life Assurance, PerkBox Discounts, Aviva Pension, HP Discounts, Company Sick Pay, ETHIC Values - Employee of the month: a chance to win a £500 lifestyle voucher!

**CONTACT TYPE:**

Permanent

**REPORTING IN TO:**

Client Service Manager

DIGITAL MERCHANDISER

**WE’RE LOOKING FOR**

**YOU**

**NEED**

**WE’RE LOOKING FOR A**

As a Digital Merchandiser, you will work with HP to enhance their online visibility and presence of their product portfolio. Your responsibilities will include regularly monitoring retailer websites, delivering insightful reports, and working closely with the HP account management team to achieve best-in-class online execution with key retail partners.

We are seeking a motivated and detail-oriented individual with a strong understanding of relevant retailer websites, a passion for the tech industry, and proficiency in Adobe Creative Suite, Excel, and PowerPoint.

**TO MAKE A REAL DIFFERENCE IN THESE AREAS**

**COLLABORATION**

* Collaborate with HP Category, Trade Marketing, Brand Marketing, and Omnichannel teams to ensure best in class online execution across all PC, Print, Peripherals, and HyperX categories.
* Assist Retail Buyers with product online setups and other ad-hoc requests

**CONTENT MANAGEMENT**

* Collate and distribute content to various retailers using HP's online repository sources for all NPI’s
* Manage and lead content localization and syndication efforts.

**ONLINE EXECUTION**

* Ensure consistent online Product Detail Page (PDP) execution across all retailer websites and brand stores
* Ensure clear and consistent communication with stakeholders and team members.
* Adapt to challenges and provide solutions

**BRAND GUIDELINES**

* Ensure that product descriptions, specifications, imagery, and video content adhere to their guidelines for the best customer experience
* Understand the brand’s mission, vision, and values, as these form the foundation of the guidelines.

**DELIVER REPORTS**

* Deliver reports with recommendations based on specific business development scenarios
* Utilize reporting software such as Excel and Powerpoint
* Present data in a logical, easy-to-understand format
* Use language, terminology, and visuals appropriate for the intended audience

**MONITOR PERFORMANCE**

* Support the facilitation of the ratings and reviews program
* Audit online content for retailers in accordance with Online Consumer Experience guidelines and produce relevant reports
* Work with retailers to respond to customer feedback or questions regarding HP product

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**OUR IDEAL PERSON &**

**THE ESSENTIALS WE’RE AFTER**

* You’re knowledgeable of and understand relevant retailer's websites.
* You’re technology aware and literate (i.e., have an interest in the latest developments).
* You’re competent in Excel & PowerPoint skills (good Excel skills are an advantage).
* You’re able to manage multiple project workloads effectively.
* You’re capable of partnering effectively with others within a complex organization.
* You’re a team player and able to build relationships with different teams.
* You’re skilled in writing, including the ability to write in different styles and respond to feedback/customer questions.
* You’re competent in Adobe Creative Suite—Photoshop, Illustrator, and Premiere Pr0
* You’re creative and have some understanding of the different types of customers (desirable)



ENTER JOB TITLE HERE