



Domus vita is translated as 'home life' from Latin, representing the core foundation of what we do – creating furniture that brings life into homes.

Domus Vita Design consists of experienced professionals in home furniture design, manufacturing and development. Each individual in our organisation, collaborates with specialist partners to stay ahead and maintain our competitive edge in the global market. Understanding the need for comfort and aesthetics, we bring you innovation and holistic solutions through the perfect union of form and function.

Ecommerce Coordinator

1. JOB OVERVIEW

The Product & Ecommerce Coordinator (PEC) is to manage product presentations, SharePoint files and marketing materials for Domus Team and Sales Representatives. The PEC is also responsible for the ecommerce updates to Domus ecommerce retail partner's websites. Being a point of contact for administrative requirements to Domus ecommerce retail partners.

2. DUTIES & RESPONSIBILITIES

A. Product

i. Presentations

1. Report to Product and Merchandise manager to assist with all major projects.
2. Responsible for all presentations to customers and potential customers.
3. Maintain Sales & Marketing (S&M) SharePoint file folders with all latest Presentations, images, specs and marketing materials.
4. Will work with S&M for pricing and product requirements in all presentations.
5. Set timelines for presentations for completion based on when it is required. Set expectations and maintain it.
6. Set up all new slides for new products.
7. Request all required assets from Operations, Marketing/design department and Product Development for the presentation. Set required expectations and maintain it.

ii. Reporting

1. Organize and maintain Share Point files for Domus Team and reps.
2. Open order reports will be received from Operations team weekly then broken out by customer by rep and sent out to the rep and posted in their respective Share Point folder.
3. Meeting minutes for Operations with Sales Call and Product Development with Sales call.

iii. Sealy-Furniture.com

1. Ecommerce Director is responsible for the look and maintenance of Sealy-Furniture.com. PEC is responsible for sending new product and all required assets to Ecommerce Director.
2. PEC is responsible for the Accuracy of all products on Sealy-Furniture.com.

B. Ecommerce

i. Ecommerce partners

1. Report to Director of Ecommerce to assist with any projects that they might require assistance on.
2. Review all Ecommerce sites for our products are with no deficiencies.
3. Assist with all uploads of assets, promotions, product copy, and company information (warranty, contact information, etc) to retail portals.

ii. Sealyhome.com (DTC)

1. Review DTC for all information on products are with no deficiencies.
2. Assist in uploads of assets, promotions, product copy, and company information (warranty, contact information, etc).
3. Price comparison on DTC product to e-retailers same or similar product.

3. REQUIREMENTS

- Part/Fully qualified in CIM or any other relevant qualification
- Immediate availability
- 3 – 4 years commercial experience in a similar capacity.
- Ability to work North American business hours
- Ability to Multitask and work in a fast-paced environment.

Please email your CV to anushan@sealysofaconvertibles.com including contact details of 2 non-related referees.

Visit us @ sealyhome.com & sealy-furniture.com for more information about us.