

## Job Description

<b>Job title:</b>	Content co-ordinator
<b>Salary:</b>	TBA
<b>Start date:</b>	ASAP
<b>Contract:</b>	Initially employed on a temporary basis with the possible opportunity of a permanent placement.
<b>Location:</b>	Based at Evans Cycles Head Office, Camino Park, RH10 9TZ
<b>Reporting to:</b>	Digital Channel Manager
<b>Office environment:</b>	Environment: Non-smoking, open plan Hours: Standard working hours 9:00 – 6:00 (1 hour lunch) Monday to Friday. Dress code: Casual
<b>Company Profile:</b>	<p>You have the opportunity to work in the largest UK quality cycle retailer. The company operates stores across the country and is currently undergoing rapid expansion across our retail, ecommerce and mail order channels.</p> <p>The cycling industry is growing and Evans Cycles are at the forefront of this movement.</p> <p>You will work in an open plan office where you will be in close proximity to the companies' marketing, ecommerce and design departments. You will be working in a busy fast moving environment where your fellow employees are young and outgoing with most being keen cyclists.</p> <p>The UK central office is the hub of the company it is joined to the Evans Cycles central distribution depot as well as our mail order department and Gatwick trade counter. The offices are located near Gatwick airport and are easily accessible by rail and road links (check website for further details).</p>

### **Personal profile:**

You will be required to help populate and maintain our product and content database and assist with day-to-day content duties. This is an ideal opportunity for someone to gain invaluable office experience within the cycling industry.

We are looking for a hard-working & proactive individual. The candidate must be methodical and possess a strong attention to detail, a high degree of accuracy and independent judgement. The candidate should be well organised and able to work unsupervised towards set tasks and objectives.

The candidate should be comfortable with the use of IT, especially Microsoft Office applications. The candidate must be comfortable working with e-mail and using the internet for research. Knowledge of Photoshop is an advantage.

An understanding of and passion for bicycles is a huge advantage.

### **Overall purpose of Job:**

The successful candidate will assume a supporting role, helping to populate and maintain the company's central repository of product and non-product information. Day-to-day duties will focus on collating information from contacts within the cycling industry, combining and rearranging materials from different sources and preparing master copy for digital and print marketing use.

Working closely with the Marketing, Design and Purchasing teams, the candidate will be responsible for the everyday product and non-product information activities and operation of the Evans Cycles content management system (CMS).

**Key responsibilities:**

- **Collating product information**
  - Requesting and obtaining product content (copy, spec, images, video, PDFs, etc.) from suppliers
  - Collating extra product data (such as magazine reviews) from other external sources
- **Maintaining product database**
  - Updating, manipulating and editing existing product data and adding new content to the CMS
  - Organising and looking after the database
  - Proofread new entries to the database doe accuracy
- **General CMS maintenance**
  - Troubleshooting errors and issues and dealing with appropriately.
  - Liaising with external CMS suppliers to rectify issues
- **Other responsibilities**
  - Assisting with other ad-hoc clerical duties as they arise

**Entry criteria:**

Basic IT skills: MS Office: Word, Excel, Outlook, Photoshop  
Education: IT qualification and English qualification would be preferable but not essential. Others with relevant experience will also be considered.  
Proof reading experience would be helpful but not essential  
Must be web savvy