



CUSTOMER DATABASE AND WEBSITE CLERK

Sharper™ is a successful Calgary-based direct marketing company. And for over 23 years we've provided unique personalized communication and promotional products to healthcare professionals. We serve dental professionals, chiropractors, contemporary health practitioners, vision & hearing professionals, and animal care providers throughout North America.

At Sharper™ it's about our people – the SharperStars™. We grow and prosper because of the commitment, dedication and loyalty of our employees. Our team members are skilled, innovative, passionate and energetic who work hard, achieve results but also know how to have fun!

We offer:

- ★ An energetic and casual work environment
- ★ Pride in our offering of fun and unique products
- ★ Performance incentives and opportunity for growth
- ★ Flexible work hours including a 37.5 hour work week
- ★ Free Parking

We are currently seeking a Customer Database and Website Clerk to join our team!

If you are currently a student working towards a certificate, diploma or degree in Marketing and are looking for a contract position over the summer you may be the right candidate for us.

Responsibilities

- Reviews and cleans up all customer addresses in Mail Order Manager (MOM) to conform to postal mailing standards.
- Identifies duplicate customer records and merges accounts.
- Ensures type code 1 and 2 are correctly assigned based upon the location and name of the customer account.
- Reviews each product on the website and ensures in the right shop by category. Updates MOM as required.
- Ensures all products with matching designs are set up with the same image code in MOM. Updates MOM as required.
- On a product line/subline basis reviews product content to ensure it is benefit driven and accurate for the product. Updates MOM as required.
- Special projects as assigned by Manager or Marketing Team Lead.

If you think this challenging and exciting role is for you, please forward your resume, in confidence to: humanresources@e-sharper.com or fax to 403-233-7744

Attention: Falon Hatch

For more information please visit www.e-sharper.ca