

# **TRADEXA TECHNOLOGIES PVT LTD**

## **About Tradexa Technologies Pvt Ltd:**

As part of the Tradexa team, you'll be at the forefront of innovation in commerce technology, working with the latest enterprise SaaS solutions. We believe in fast growth, not just for our clients, but for our team members too. Here, you'll find endless learning opportunities as you collaborate with cross-functional teams, gaining exposure to various aspects of our business. Our dynamic environment fosters rapid professional development, ensuring that you grow alongside the company.

If you're passionate about making a tangible impact, eager to work with cutting-edge technology, and looking to accelerate your career in a fast-paced, growth-oriented environment, Tradexa is the place for you.

Website- <https://www.tradexa.in/>

Below you can find the Job Profile and Job Description.

<b>Job Title</b>	- E-commerce catalog manager intern
<b>Location</b>	- Pune
<b>Industry</b>	- IT Industry, E-commerce.
<b>Job Functions</b>	- Category management

## **Roles & Responsibilities**

- Manage daily operations for e-commerce including Updating Product Catalog.
- Knowledge of Listing, Updating Uploading Product Data / Specifications.
- Maintaining and administering the e-commerce stores.
- Listing description & content writing.
- Product market research.
- Maintain large online product catalogs.
- Oversee the product content presented on Website Marketplaces.
- Manage and create individual and bulk listings of new products on the e-commerce portal.
- Identify opportunities and trends in the market and highlight them internally.

## **Requirements**

- A bachelor's degree in business or related field or an MBA.
- Proficiency in MS Excel/Google Sheets.
- Familiarity with e-commerce and its components.
- Strong communications skills - Excellent oral and written English.
- Must be able to upload items according to the proper listing format.
- Ability to memorize details like product specifications.
- Understanding of data analysis and forecasting methods.

## **Desired Skills**

- Communication skills
- Strategic thinking
- Microsoft tools
- Research skills
- Documentation and Presentation

## **We offer**

- A challenging but growth-oriented work environment
- We are hands-on and grow with the new challenges
- Room to try things out and opportunities to be a pioneer in your field
- Competitive salary packages
- Flexible work timings
- Opportunity to be part of a hi-tech and fast-growing organization that embraces diversity and values your contribution
- As a startup, we have the flexibility and a lack of bureaucracy, you can have a great impact and lay the foundations of our technological platform
- As a company with an established business model, we are stable, have real users, provide different options for professional and career development

## **Contact Info -**

**[Name]**

**Contact -**

**Email -**

At Tradexa Technologies, founded in May 2019, we are revolutionizing the way small Indian D2C brands, retailers, and distributors manage their businesses. Our mission is to break down the technology barriers that often limit entrepreneurs, enabling them to compete on a level playing field with major e-commerce giants like Amazon. By providing a cost-effective, user-friendly platform, we empower our clients to seamlessly manage omnichannel sales and drive immediate growth, all without needing extensive technical expertise.

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OR

Tradexa Technologies, founded in May 2019, is revolutionizing commerce for small Indian D2C brands, retailers, and distributors by providing a cost-effective, user-friendly platform. We eliminate technology barriers, enabling businesses to grow and manage omnichannel sales seamlessly. As part of our team, you'll work with the latest enterprise SaaS solutions, gaining invaluable experience in a fast-paced environment. We offer rapid career growth, learning opportunities, and the chance to collaborate with cross-functional teams. If you're passionate about innovation and eager to make an impact, Tradexa is the place for you.