

	Job Description Title: eCommerce Integration Specialist	Date Issued: 07/20/2015
		Version Number: 1
		Replaces Version Number: n/a
Written By: CDP Marketing	Reviewed and Approved By: VP Marketing	

Circle Graphics is the world's largest producer of large-format digital graphics. Our 250,000 square foot manufacturing facility houses 100 grand format printers, custom automated finishing equipment, and coating capabilities to produce recyclable materials up to 16 ft. wide. Our prepress department processes more than 5,000 files per day with the aid of proprietary software automation tools. We specialize in industry leading innovations accompanied by world class service. Our Consumer Digital Printing division offers world-leading inkjet printing production and innovative product construction for home décor materials including canvas gallery wraps. We focus on providing outstanding value quality and service to wholesale buyers and consumers.

Job Description Overview: eCommerce Integration Specialist

I. Position Mission
<p>The eCommerce Integration Specialist is responsible for supporting our eCommerce integration clients through our merchandise-as-a-service offering in order to drive additional revenue.</p> <p>The primary objective of the role is to provide sales and technical expertise as well as support in the eCommerce integration of a merchandise-as-a-service solution for API and Shopify clients.</p> <p>This position will also be responsible for the development of the integrations business channel by recruiting new eCommerce clients as well as retention of current clients. The eCommerce Integration Specialist will maintain relationships with existing integration partners and provide education on how to optimize opportunities for growth.</p>

II. Organizational Structure	
Functional Area	Consumer Digital Printing Division, Marketing
Immediate Supervisor	Manager, CDP Marketing
Subordinates (functionally)	none
Other key interfaces (relationship)	VP, Marketing Executive Management Team Development and IT Team
	All Departments as needed to complete job function and duties.
Working Environment and Physical Demands	Typical office environment. Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires a normal range of hearing and vision to record, prepare and communicate appropriate reports and answer the phone. Requires eyesight correctable to 20/20 to read numbers, reports and computer terminals.

FLSA Status	This is a full-time position requiring consistent dependable attendance. This position is not exempt from overtime.
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III. Tasks description – Essential Duties and Responsibilities:

INTEGRATION CLIENT SUPPORT: 50% of position responsibility

- Support new client integration.
- Serve as primary account manager for integration business channel.
- Manage communication and onboarding of new clients.
- Provide marketing, shipping, and sales materials for clients.
- Ensure systems are performing as needed.

BUSINESS DEVELOPMENT: 20% of position responsibility

- Identify and develop new opportunities for integration partners.
- Develop and implement marketing strategy to create awareness of integration/merchandise-as-a-service offering.
- Work with potential new clients to test products.
- Create and distribute sales sample kits to potential partners.

ACCOUNT MANAGEMENT: 20% of position responsibility

- Develop communication strategy for retention of existing customers.
- Provide support in the form of recommendations and education for opportunities and partner sales channel optimization.

NEW INTEGRATION APP DEVELOPMENT: 10% of position responsibility

- Through market research, identify additional integration and API opportunities.
- Work with support of Development Team to identify and build out additional integration platform offerings (i.e. WooCommerce, Magento).

IV. Additional Task and Responsibilities

- Other duties and special projects as assigned

V. Skills, Intellectual Demands and Job Requirements:

EDUCATION AND FORMAL TRAINING:

- Bachelor's degree required.
- 1-3 years working/interning in a business environment

KNOWLEDGE, SKILLS, AND ABILITY:

- Solid technological skills including excel, and comfortable with new emerging technologies.
- Strong organizational skills essential.
- Comfortable working in a collaborative, entrepreneurial team environment.
- Experience working with API integration solutions, Shopify Applications, and WooCommerce is strongly

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preferred.

- Ability to work autonomously with little supervision
- Must be able to manage working on multiple projects, tasks and changing priorities in a fast-paced environment
- Knowledge and experience with any online marketing initiatives is a plus (Affiliate Marketing, Market Places, Shopping/PLA, SEO, Facebook and Display Advertising, etc.)

INTELLECTUAL DEMANDS:

- Ability to problem solve and test solutions.
- Ability to represent company to potential partners in a professional manner.

**Manager's
Signature**_____

Date:_____

**Employee's
Signature**_____

Date: _____