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<b>Duration</b>	<b>Full Time</b>
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<b>Location</b>	<b>Pune Maharashtra</b>
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<b>Position</b>	<b>Catalog Manager</b>
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#### About us :

“Knoxed Infotech has zeal and expertise in technology and innovation to make your dreams a reality. We are an ISO-TUV certified company with experience in the market of over 10 years. The following are some of the services we provide:

1. IT Services and solutions
2. Custom Software Development
3. Customer Support
4. Graphics

We also support Clients based in the UK and Germany through our dedicated departments as follows:

1. Procurement
2. Sales
3. Human Resources

We have our office locations in the UK, Germany, and China. We believe in and support diversity. Our teams come from

different Geographical locations within India and we believe that adds richness to our skill sets and knowledge. Our products

are supplied to big-name brands and have been featured in the famous international magazine, having received an excellent

five-star rating. We have, over the years remained committed to providing our clients with quality, customized service and it is this business model that has allowed us to expand and grow.”

Knoxed Infotech, Building 208, Office No 604, 6th Floor, Mariegold, Survey No 15, Viman Nagar,  
Pune, Maharashtra 411014.



## **Knoxed Training:**

At Knoxed Infotech, we believe in our staff potential and aim to support all staff and develop their skills through comprehensive training and development programs. In line with this, we are providing a training facility to employees like Department training and business skills development training. For this purpose, the company is investing over Rs. 2,00,000 and believes that enhancing staff skill sets will prove to be mutually beneficial in the longer run.

### **KNOXED TRAINING DETAILS**

- PDCA (Plan-Do-Check-Act)
- 5W 1H (Who, What, When, Where, Why, and How)
- Quality Module - Think before you act
- Knoxed Document Process
- Thinking in color
- Myers Briggs
- Learning to delegate
- Professionalism
- SMART methodology
- Meeting and Agenda structure

## **Key Areas of responsibilities:**

- Work with vendors to ensure a reliable and operationally effective flow of products
- Work with vendors to increase improve processes and reduce order discrepancies
- Partner with vendors to ensure vendor compliance and scalable communication processes
- Troubleshoot and drive resolutions with Vendors to ensure reliable and operationally effective flow of products; improve processes and reduce discrepancies; ensure vendor compliances and scalable communication processes
- Work with various internal teams (e.g. supply chain, fulfillment center, system teams) to help drive tools and process improvements that affect vendor management workflows
- Participate in manufacturer and vendor reviews; drive vendor scorecard excellence
- Manage online merchandising, advertising, and marketing for Our eCommerce sites, eBay, Amazon and other brand pages.

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- Working with online sales platforms to make sure products are live and customers are able to purchase items

### Experience and Skills required:

- Minimum 3 to 4 years in managing people and interacting with customers
- Graduate in any relevant stream (E.g MBA, Marketing, Business, Economics, etc)
- Directly managed operations for at least 2 years
- Managed a downstream team of at least 50 people in operations
- Strong Analytical ability
- Has demonstrated ability to hire and develop a very strong team

SALARY: ₹30000 TO ₹35000 /MONTH (DEPENDING ON THE LEVEL OF SKILLS)



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Website: [www.knoxed.in](http://www.knoxed.in) | Telephone: 9370946897, 020 48600191