

Port One Internet, Inc.
Product Research Associate

Job Description: The Prefillment Research Associate's main responsibilities are to research products, document findings, and enter listings with the utmost accuracy and speed. Candidates must have a keen eye for detail, be highly organized, and have the ability to maintain accuracy at a rapid pace. As this position is part of our fast-growing e-commerce division, additional research duties may be added in the future.

Responsibilities/Accountabilities and Primary Duties

- Follow all standards and procedures to independently perform tasks to excellence
- Identify online matches for existing products and/or product lists
- Compare details to ensure proper accuracy of matches found
- Research alternate entries and appropriate product variations accurately
- Correctly document all findings using our research entry tools
- Enter actionable listings into our ecommerce systems
- Perform all necessary functions to meet objectives of the company

Qualifications, Competencies, & Experience

Requirements:

- At least 16 years of age
- Two to three days per week availability
- Demonstrated experience with analytical or research work

Character:

- Disciplined, Efficient and Trustworthy Worker
- Dependable and Punctual
- Strong Desire to Set and Meet Goals
- Team Contributor
- Desire to Learn and Grow as a Port One Employee
- Analytical Ability
- Confident Communicator

Standards:

- Professional Demeanor and Communication Style
- Strict Adherence to All Processes and Quality Control Standards
- Independently Achieves Excellency
- Maintain high Personal Standards of Conduct and Productivity
- High level of speed, accuracy, and efficiency
- Keen attention to detail

Position details:

- Typical schedule: 10-20 hrs/wk (can be flexible during office hours)
- Starting pay: \$9.00/hr