



# Digital Production Coordinator - Victoria's Secret PINK - New

Contact: L BRANDS

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[https://al-etowah.countybuyselltrade.com/jobs/digital-production-coordinator-victoria-s-secret-pink-new-york-ny\\_new-york\\_86308](https://al-etowah.countybuyselltrade.com/jobs/digital-production-coordinator-victoria-s-secret-pink-new-york-ny_new-york_86308)

Address: 375 Pacific Blvd SW Ste A, New York  
Price: Check with seller

DetailsApplyDescriptionTITLE: DIGITAL PRODUCTION COORDINATOR BRAND: VICTORIA'S SECRET DIGITAL, PINKAre you looking to join a dynamic group of professionals in a fun, fast-paced environment? Come join the team that is responsible for creating a world-class digital experience for the world's best brand.POSITION SUMMARY:Victoria's Secret PINK is looking for a Digital Production Coordinator who is responsible for the daily content management of the VictoriasSecret.com/PINK Digital Flagship Store, including home & landing pages and marketing offers/programs. This position adheres to tight presentation standards and Digital Flagship Store Business Rules, optimizes process, establishes timelines per official processes and manages each deliverable through to completion.RESPONSIBILITIES:• Execute daily updates and launches on VictoriasSecret.com/PINK – includes building timelines, distributions, managing deliverables, providing setup support for launch in the CMS, proofing and issue resolution. • Coordinate tasks and schedules and effectively communicate across departments to define expectations and ensure deadlines for deliverables are met. • Facilitate internal and cross-functional reviews, intake feedback and execute follow-ups with various partners. • Interface frequently with Copy, Merchandising, Marketing, FEWD, Design, and Web Operations. • Manage various key creative distributions and ensure feedback is addressed. • Own QA/proofing and resolution of issues the team finds. Prioritize issues to be addressed. Responsible for supporting setup of creative elements within the Content Management System as needed. • Maintain a state-of-the-art online customer experience. Identify process improvements and support special projects. • Supports offer copy and execution. • Test functionality to ensure that applications, features, links and other site functions are technically performing as designed. • Maintain knowledge of industry best practices through online patterning.Qualifications• Bachelor's Degree or equivalent experience • 2+ years of Ecommerce experience using a Content Management System • Some experience with a major consumer brand (agency experience acceptable) • Some experience proofreading • Proficiency in PowerPoint, Excel, Word, Outlook • Meticulous attention to detail • Deadline oriented & works well under pressure • Ability to juggle multiple tasks and projects and prioritize • Excellent written and oral communication and presentation skills • Ability to self-manage with stellar time management skills • Organized, detail oriented and willing to work off hours when necessary to meet deadlines • Self-motivated team player • Experience working with clients and delivering on expectations • Skilled in creative problem solving, negotiating and resolving conflicts • FORMER MARKETING COORDINATOR



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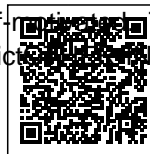
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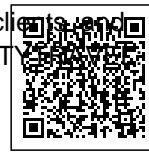
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