



Onboarding Internship at startup company in San Diego!

Company is an online grocery & delivery marketplace platform empowering 650+ independent grocery & specialty food stores to sell online and offer delivery within an hour. They make it easy for merchants to get their store online enabling consumers to purchase all of the items available in their store from the comfort of their home or via mobile device.

Tasks:

As a customer Onboarding Associate for Catalog Consolidation, you will play an integral role in the effort to improve the data integrity of our internal product catalog. You will analyze our 795,000+ item catalog to ensure efficiencies in the way products are consolidated and made available to our merchants. You will work closely with the Onboarding Director to analyze the catalog, devise a strategy for consolidation and cleanup, and execute on this strategy.

- Analyze product catalog to identify patterns, deficiencies, and duplications
- Devise a plan to ensure the accuracy and completeness of current items
- Develop a strategy to consolidate duplicate entries in our catalog
- Consolidate multiple Excel and CSV files while maintaining data integrity
- Structure data to conform to Company's Fields using (vlookup, index(match) etc.)
- Clear and concise Excel work that showcases the work done from the original catalog to the updated company catalog

Candidate profile:

- Proficiency in Excel and Google Sheets
- Excellent problem-solving skills with a talent for identifying, and making sense of, patterns within data
- Comfortable working independently with large amounts of numerical data
- Expert in verbal and written communication & interpersonal skills
- Self-Starter who takes initiative beyond day-to-day responsibilities
- Ability to find creative solutions to complex problems
- Bachelor's degree or equivalent experience

You will be part of a fast-growing, ambitious team that is keen to help the local grocer join the online revolution.

Start: ASAP
Location: San Diego
Duration: 6-12 Months
Stipend: To be discussed