Product Data Coordinator - Building Materials (Part- or Full-Time)

BuildSite designs and develops software for construction professionals. Our mission: to help talented people be more productive, so they can focus on the most rewarding, most value-added parts of their job.

We are looking for a Data Coordinator to help us maintain our 60,000 document product database. The position requires a minimum of 24 hours per week, and can be full-time. Flexible hours and some remote work are possible.

The work is not rote data entry--critical thinking, editorial, and qualitative reasoning skills are required.

Roles and Responsibilities:

- Use browser-based tools to review, update, and classify construction documents in a 60,000+ record database.
- Run reports and compile data for customer analytics and reporting
- Assist with customer support, marketing campaigns, and the maintenance of sales and marketing databases.

Candidate Profile:

- Experience with product (or sales and marketing) databases
- Proven ability to creatively and proactively solve problems
- Facility with MS Office including intermediate Excel
- Well-organized; self-starter; able to work collaboratively in a small company
- Communication skills, both oral and written. Technical writers and editors are encouraged to apply.
- Knowledge of building materials and construction a plus

We have an attractive office in Jack London Square, with proximity to good food and good coffee. If you're interested and qualified, please get in touch and find out more.

To apply, please send a resume and a cover letter to hr@buildsite.com. Please put "Data Coordinator" in the subject line. We look forward to hearing from you!

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