



BROWN THOMAS ARNOTTS LIMITED



#JOB-2465066



Multiple Locations



No of positions : 2



Paid Position



37.5 hours per week



43000.00-47000.00 Euro Annually



20/08/2026



17/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : careers@brownthomas.ie



Open your camera
app & point here
to view this ad
online



Senior Product Content Coordinator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Multiple Locations :

- Brown Thomas Arnotts Head Office, Anne's Lane, Anne Street South, Dublin 2,
-

Brown Thomas Arnotts are seeking a highly organised & self-motivated individual to join the Enrichment Team as Senior Product Content Coordinator on a maternity cover contract. In this role, you will be responsible for leading the Fashion & Beauty divisions, working collaboratively with cross-functional teams to ensure the timely, accurate, & efficient upload, publication, & ongoing management of product content across the Brown Thomas and Arnotts websites.

In this role, you will also provide line management for two direct reports, and play a key role in driving operational efficiency, maintaining high standards of product data quality, & contributing to the successful execution of business strategy across your areas of responsibility.

Key Responsibilities

- Report to the Product Content Manager, supporting the delivery of departmental objectives and business priorities
- Work closely with Buying & Merchandising teams to track new product launches & ensure an efficient & successful journey from product creation to website publication
- Take ownership of product enrichment activities across the assigned divisions, ensuring products are published accurately, consistently, & within agreed timeframes
- Manage communication with supplier brands to obtain product imagery, copy, & legislation content required for publication
- Oversee the efficient management & tracking of product data throughout the enrichment process, ensuring visibility & accountability across all stages
- Manage congruency reporting & communicate findings to relevant stakeholders, ensuring data accuracy & consistency across systems
- Ensure accuracy of product categorisation, attributes, refinements, & product detail.
- Oversee the upload, processing, quality assurance, & publication of product imagery & copy,

ensuring all assets meet company specifications & brand standards

- Coordinate the successful delivery of seasonal launches & key trading initiatives
- Monitor & drive performance against Speed to Site targets, identifying & addressing any risks to delivery
- Stay informed of product legislation requirements & deliver essential details to site in line with product type
- Prioritise urgent & high-profile product uploads, ensuring clear communication & effective management of priority workflows

Key Competencies

- Highly organised, with the ability to manage multiple priorities effectively
- Exceptional attention to detail & commitment to accuracy
- Demonstrates a proactive approach to process enhancement & continuous improvement
- Proficient in eCommerce database platforms, Microsoft Excel, and Adobe Photoshop
- Strong reporting & data management skills
- Strong interpersonal & communication skills
- Self-motivated, using initiative & sound judgement to resolve issues

Excellent written & verbal communication skills

- Strong problem-solving skills and the ability to make informed decisions
- Basic understanding of merchandising principles & search optimization

- This vacancy is suitable for Remote/Blended working
- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Managerial