

> The Men's Wearhouse is looking for a full-time Web Producer. The Web Producer supports the Site Director in all e-commerce operations: planning and implementation; deliverables and QA of Men's Wearhouse website.

The Web

Producer handles day-to-day team communications, tracks internal client requests and assists with producing client deliverables.

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> The Web Producer plays a critical role in executing against the e-commerce

marketing calendar and IT publish schedule and making sure all retail initiatives are delivered on time and to specifications for each website publish. This person will assist in monitoring the performance of their organization & websites; and help provide creative and effective solutions, and participate in driving the implementation of innovative solutions.

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> Responsibilities (include but not limited to):

> . The ability to prioritize and manage simultaneous tasks and projects with concurrent deadlines.

> . Supports Site Director on project deliverables, including planning, project briefs, work orders, proposals, and QA reviews

> . Effectively communicate operational status to management and work cross-functionally with other groups across the organization

> . Manage the development of website assets from Creative team hand

off to the development team for implementation.

> . Proactively work to identify and resolve issues and improve processes where needed

> . Coordinate and administer ongoing testing for each project release and major site launches.

> . Help support and manage day-to-day relationships with vendors, partners, and internal department teams

> . Perform a wide range of tasks as assigned to help drive overall delivery of projects.

> . Management of projects through various online production and project management tools required for department efficiencies.

> . Work closely with IT department to implement site assets and communicate expected functionality of all requests for new pages or features.

> . Work closely with Creative team to get assets created and be the point person for questions they have about projects, being requested by Site

Director or other groups, that affect the website.

> . Point person for all website related bugs and managing these

until they are remedied.

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> Skills/Requirements

> Bachelor's Degree or equivalent work experience At least 3+ years of

> strong project management skills in IT or e-commerce preferred

> Experience with Microsoft Office suite of programs, including Outlook, Word, Excel and PowerPoint, Project, Visio; strong Excel skills and BaseCamp

knowledge preferred.

> Experience working in a dynamic, fast paced and creative environment.

> Unswerving attention to detail; highly organized Strong communication

> skills, both verbal and written Able to work effectively within a

> collaborative team environment Highly motivated with Can-do attitude

> Ability to work at least 40 hours per week from the Company's San

> Francisco, CA marketing office Ability to travel to our corporate

> headquarters in Fremont, or other offices as needed Ability to

> maintain a sustained posture in a seated position for prolonged

> periods of time and operate computer equipment

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> If interested in and qualify for this position, email your resume to

[OnlineMktgTeam@tmw.com](mailto:OnlineMktgTeam@tmw.com) no later than June 8, 2011.