Job Description

Cataloging Specialist - Aftermarket

Department: Market Intelligence and Cataloging
Location: Denton, TX
Reports To: Catalog Manager
Duties Assumed By (in employee's absence): Catalog Manager
Prepared By: Johnny Thao
Prepared Date: 5/5/26
Approved By:
Revision Date: 5/5/26

SUMMARY: The person in this position is responsible for supporting daily operations through accurate data management, coordination, and content support. This role is primarily focused on data entry, data maintenance, and administrative tasks, while also assisting with automotive parts research and photography as needed.

REPRESENTATIVE DUTIES:
Coordinate and maintain required data in internal systems
Produce and/or revise digital assets meeting required specifications
Research and log part, application, and competitive information on current and potential categories
Follow the standard process and best practice of part information exchange and gathering

RESPONSIBILITIES AND AUTHORITIES WITHIN THE QUALITY SYSTEM:
Assist with:
Resolving incomplete/incorrect part information.
Improvements of processes and synchronization with part information

EDUCATION: High school diploma or equivalent required

WORK ENVIRONMENT: Office; Traveling (5%)

PHYSICAL/MENTAL REQUIREMENTS RELATING TO ESSENTIAL FUNCTIONS: Can be a stressful position requiring the meeting of strict deadlines. Ability to occasionally lift up to 25 pounds; heavier items handled with assistance.

EXPERIENCE: Data entry into inventory management or Enterprise Resource Planning (ERP) systems

TRAINING: n/a

SKILLS:
Strong attention to detail, especially with numeric and product data
Familiarity with automotive parts, part numbers, or catalog systems is a plus
Proficiency in Microsoft Excel and data management systems
Ability to manage multiple tasks in a fast-paced environment
Strong organizational and communication skills
Basic photography and photo editing skills for product images