

E-COMMERCE SPECIALIST

We are looking for an E-commerce Specialist to join our team and partake in a variety of projects that will allow them to gain experience in the field of International Business and Information Technology.

Requirements:

- Must have an advanced level in English (oral and written).
- Must have a personal computer/laptop and reliable internet connection.
- Must be proficient in Google products (Google Docs, Sheets, Slides, etc) and Google Workspace.
- Must be familiar with Zoom and other video call platforms.

Skills & Qualifications:

- Degree in Marketing or related fields (preferred).
- Minimum two years of experience in the industry.
- Excellent multitasking and organizational skills.
- Effective analytical and problem-solving skills.
- Ability to manage time effectively.
- Adaptability and flexibility.
- Willingness to learn.

The duties for the E-commerce Specialist include, but are not limited to, the following:

- Understand the concept of the company, brand, customers, and product goals.
- Set standards, systems, and best practices for new product listings, content creation, etc.
- Write and edit product content that will be published on e-Commerce websites/portals.
- Prepare and organize reports, manage filing systems, and update records.
- Develop campaigns to increase digital sales.
- Monitor changes in product sales by using web analytics and Excel spreadsheets.
- Perform various tasks to support the project.

Other Details:

- Remote work.
- Part-time/Full-time possibilities.
- Flexible schedules with three-day weekends.

If you are interested in applying for this position, please go to: <https://www.annexbox.com/join>