



JD Position: e-Store Manager

Type: **Office or hybrid**

Status: **Open**

Start Date: **November 2023**

As an E-Store Manager, you will be responsible for assisting with the daily operations of an online store. Your duties will include managing inventory, processing orders, and providing customer service. The ideal candidate must have strong organizational skills, be detail-oriented, and have experience with e-commerce platforms, such as BigCommerce and various integrations.

Responsibilities:

- Manage and update the online store's inventory
- Process customer orders and manage shipping and delivery
- Provide customer service, including responding to inquiries and complaints
- Assist with website maintenance, including updating product information and managing images
- Develop and implement online marketing strategies to drive traffic and increase sales
- Analyze website traffic and sales data to identify areas for improvement
- Ensure website security and compliance with data protection regulations
- Develop and maintain relationships with suppliers and vendors
- Assist with managing a team responsible for order processing and customer service
- Stay up-to-date with industry trends and best practices

Qualifications:

- Strong organizational and time-management skills
- Proven experience working with e-commerce platforms such as Bigcommerce or Shopify
- Familiarity with online marketing strategies, including SEO and SEM
- Ability to analyze website traffic and sales data
- Strong attention to detail and ability to multitask
- Excellent communication and customer service skills
- Ability to work independently and as part of a team
- Bachelor's degree in business administration, marketing, or a related field is preferred

Application process:

Send your **CL** and **CV** to team@wkgstrategy.com

Subject: e-Store Manager Application

Include answers to the following questions:

- 1 - What or who inspired you to choose this career?
- 2 - Why should we hire you?
- 3 - Where do you see yourself in five years?
- 4 - What do you value the most in the team and leadership? Describe your ideal arrangement
- 5 - What is your desirable pay?

Looking forward to hearing from you!