

Job Description – Retail E-commerce Manager

Responsibilities

Process management

- Train, manage, and motivate a team to implement new processes
- Ensure quality control
- Locates and defines new process improvement opportunities
- Work with management to prioritize business and information needs

Account management

- Responsible for launching, maintaining and growing eCommerce business accounts across multiple industries and product categories
- Supports launching Amazon, Jet.com and other 3rd party marketplace businesses
- Manages accounts to include: setting up accounts, operating terms, contacts, product listings and product pages.
- Manages the creation and execution of marketing and promotions plans to drive growth
- Assist with the management of eCommerce P&L
- Creates and executes digital marketing planning through owned channels (ex. social media, email, website and search)
- Forecasts, plans and optimizes marketing spend
- Monitors and supports channel pricing management
- Manages sales and marketing reporting
- Understand how to drive additional sales on an ecommerce platform using promotions, pricing and optimal inventory management

Requirements

- 5 years of online sales and/or marketing experience required.
- Experience managing a team of people. People management skills and ability to motivate a team of 2-5 individuals.
- Ability to work collaboratively within a multi-cultural team environment across time zones
- Has an excellent understanding of Amazon Sellers Central and how their ASIN database works
- Driven to achieve goals in a fast-paced start-up environment with evolving processes and dynamic priorities
- Self-starter; ability to take initiative and to seek guidance when appropriate
- Manage and prioritize workload and multi-task with a diverse mix of issues, responsibilities, and challenges
- Must be highly organized, detail-oriented, technically-minded, and an excellent communicator
- Passionate about learning new technologies and enjoys exploring the digital/tech space
- Proficient in Microsoft Office (Excel, Word and PowerPoint)
- Basic understanding of inventory planning and forecasting
- Ability to critique and advise E-Commerce team
- Basic understanding of SEO, HTML and Google Analytics
- Ability to communicate clearly with a US and India team

- Good communication skills, both written and oral
- Strong organization and time management skills
- BS in Mathematics, Commerce, Accounting, Economics, Computer Science, Information Management or Statistics
- MBA Preferred but not a requirement