



## E-Commerce Operation Specialist

### Job Information

**Recruiter**

[iWill Capital G.K.](#)

**Hiring Company**

Our client is a luxury retail company

**Job ID**

1486958

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ 7.5 million yen

**Refreshed**

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### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**Main Responsibilities**

- Daily performance checks for PC and mobile e-commerce sites.
- Communication of issues and requests to IS/Agency.
- Coordination of product catalog update (including translation from English to Japanese) \* mainly work with outsourced translator
- Monitor product assortment and daily stock availability. Coordinate stock conditions with related internal stakeholders.
- Develop e-mail with headquarters and local creative agency.
- Dispatch e-mail by using a campaign management tool.
- Work with the back office team (CS, Logistics, Finance, and IS) for daily e-commerce operations.
- Campaign Analysis and reporting
- Administrative works (invoice, meeting arrangement, etc)

**WORKING RELATIONSHIPS**

- Local marketing (CRM, PMG, Media), sales, and BPC.
- Central marketing (central internet team)
- Business supporting team (logistics, credit, IS, and CS)

#### **EXTERNAL RELATIONS**

- External agency (creative, technical support)
  - Department Store (E-retail)
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#### **Required Skills**

##### **Experience**

- 3 years of experience in the retail/manufacturing industry with high SKU consumer products (cosmetics preferred but not required) and experience in online/internet business are mandatory.
- Basic office skills (Excel, Word, PowerPoint)
- Practical knowledge of online is a must.

##### **Language**

- Japanese, fluent.
- English, business level proficiency (writing and speaking) required.
- French is a plus

##### **Competencies**

- Strategic Thinking
  - Detail Oriented
  - Action Oriented
  - Teamwork
  - Creativity
  - Strong communication skills to interact with diverse people and organizations
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#### **Company Description**