



## PR/116247 | E-Commerce Executive

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1506746

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**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**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Position: E-commerce Executive (Furniture Business)

Location: Sorachai Building, 17th F, Soi Sukhumvit 63, Sukhumvit (BTS Ekkamai)

**Working Hours:**

Monday - Friday : 8:00 to 17:00 (Lunch time is 1 hour)

Saturday : 8:00 to 17:00 (Once a month)

**Job Descriptions:**

- Understanding of whole E-commerce flow logic and experienced in online marketplace operation.
- Assist in managing brand's official website and marketplace day-to-day operation including online activities, order processing and platform management (Shopee, Lazada & etc).
- Coordinate with order fulfilment team to ensure smooth operation and to achieve strict platform KPI.
- Translation work for NITORI Thailand channels (English to Thai)
- Manage and oversee listing of products and pricing online.
- Manage customers inquiries through online channels.
- Support brand's ecommerce site and SNS account especially customer inquiries (Email, Facebook, Instagram, TikTok & etc).
- Assist in store, social & ecommerce campaigns set up (eg, store opening, 11.11, 12.12 etc).

- Ability to work independently and autonomously in driving projects to completion and overachieving.
- Help out as and when required.
- on-site training will be provided.

Requirements:

- Education: Diploma & above
  - Language: Fluent English (Mandatory\*\*to coordinate across countries when necessary)
  - Knowledge of basic creative skillset will be an advantage. (Eg, Canva, Capcut, Adobe etc)
  - At least 2-years of focused experience in ecommerce / digital industry
  - 100% open minded, flexible & self-motivated individual with minimum supervision.
  - Online website / marketplace managing experience  
(Eg, Shopify, Shopee, Lazada, WooCommerce etc)
  - Understanding of basic web HTML / CSS will be an advantage.
  - Positive, pleasant personality & appearance.
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## Company Description