



PR/115416 | E-Commerce Executive

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513115

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 21st, 2025 08:01

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.

Company Description