



PR/158489 | E-Commerce Executive

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1516115

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 1st, 2025 22:00

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

COMPANY OVERVIEW

An established retail company seeks a talented e-commerce executive to manage daily online shopping operations, including administration, product management, and customer inquiries. This role is crucial in supporting the business's daily e-commerce activities.

JOB RESPONSIBILITIES

- Comprehensive understanding of ecommerce processes and online marketplace operations.
- Assist in managing daily marketplace activities, including online tasks, order fulfilment, and account management (Shopee, Lazada, etc.).
- Oversee product listings and pricing online.
- Respond to customer inquiries through online channels.

- Help manage the brand's ecommerce site and social media accounts (Facebook, Instagram, TikTok, etc.).
- Support store, social, and ecommerce creative setups during campaigns (e.g., store openings, 11.11, 12.12).
- Contribute to the development of online campaigns.
- Adaptable, able to multitask, and open to trying new ideas to increase online sales/traffic.
- Work independently and autonomously to complete projects and exceed expectations.
- Provide assistance as needed.
- On-site training will be provided.

JOB REQUIREMENTS

- Minimum Diploma Qualifications & above.
- At least 2 years of experience in e-commerce or the digital industry
- Skilled in using Excel spreadsheet, VLOOKUP, video editing, Adobe Photoshop, and Knowledge of basic HTML, CSS & scripting (Basic Programmatic) will be an advantage
- Fluent in English communication due to business needs.

OTHER INFORMATION

- Working hours: Weekly Monday to Friday (8.30am – 5.30), including working on Saturday (8.30am – 5.30) once a month

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Company Description