



PR/158675 | E-commerce Assistant / Executive (Fashion Retail chain)

Job Information

Recruiter[JAC Recruitment Malaysia](#)**Job ID**

1524525

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 15th, 2025 04:00

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

Our client is a well-established fashion retail chain with over 90 outlets in Malaysia. As part of their business expansion, they are looking to hire an experienced E-commerce Assistant / Executive, to be based at Shah Alam (Glenmarie).

Key Responsibilities:

- Manage online store operations, from product listings to order fulfillment.
- Create engaging content and promotions to boost sales.
- Analyze data and trends to optimize performance.
- Prepare regular reports on sales, performance, and customer insights.
- Work with marketing and logistics teams to enhance customer experience.

Job Requirements:

- A digital-savvy, detail-oriented, and proactive team player.
- Experience in e-commerce, online marketplaces, or digital marketing is a plus.
- Strong communication and problem-solving skills.
- Proficiency in Excel (basic functions and data analysis skills will be a plus).
- Possess own transport and willing to work in Shah Alam (Glenmarie).

Company Description