



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

### Job Information

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

1526016

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

April 8th, 2025 17:00

### 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).

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Company Description