



Job Title: Sales and E-commerce Executive

Sales and E-Commerce Executive Job Purpose:

Builds business by identifying and selling prospects; maintaining relationships with clients. Managing and maintaining eBay and Amazon on a daily basis and other online platforms. Whilst developing a sales and marketing strategy in the short and medium term to ensure growth.

Sales and E-Commerce Executive Job Duties:

- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analysing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analysing, and summarising information.
- Maintains quality service by establishing and enforcing organisation standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Responsible for the overall day to day responsibilities on the Amazon and Ebay Marketplaces
- Launching and listing new products on the marketplaces
- Optimising listing on the marketplaces
- Analyse product performance and trends
- Assisting with the Customer Services Team regarding any customer issues on the marketplaces
- Manage, monitor and report on product feedback on the marketplaces
- Increase traffic through marketplace promotions and marketing tools
- Keep up-to-date with new marketplace initiatives to help grow the business
- Help resolve all marketplace issues
- Assist with managing and optimising our stock level
- Weekly and monthly reporting of key performance metrics



Experience in IT environment preferred; Highly Organised; Production and Planning Skills Required; Understanding of Stock Management Systems; Ability to Manage Time and Workload Effectively; Excellent Communication Skills, Both Written and Verbal; Leadership Skills; Experience in Negotiating and Working with Suppliers; Ability to Work in a Team Environment; Strong Problem Solving Skills; Strong Attention to Detail; Ability to Engage and Motivate Others; Drive to Achieve Results; Driving Licence essential; MS Office Experience Required; Business Development Experience Preferred.