

# PRESENT

## **Job Title:** Ecommerce Assistant

This role will involve assisting our Head of E-commerce in the day-to-day maintenance and operation of all our websites

It will be a varied role that requires strong organisational skills and workload management in order to perform daily activities, as well as an ability to react positively to short-notice requests.

Being involved in multiple projects will provide a challenging and often fast-paced working environment where communication is key.

The successful candidate will benefit from having previous E-commerce experience, in addition to having a proactive and positive attitude.

An interest in online fashion retail will be highly beneficial, while an eagerness to learn and to contribute to the performance of our team will be essential.

## **Main duties and responsibilities**

- Liaise with our e-commerce agency, internal teams, and resources regarding day-to-day activities.
- Scope and document on-going website functional projects/improvements.
- Manage website configuration & parameters (e.g. payment options and stock management).
- Update product information and content on the website.
- Report and investigate any operational/technical issues that arise.
- Test and implement functional projects/improvements.
- Evaluate approaches and strategies to improve website sales conversions and customer engagement.

## **Skills and requirements:**

- Previous experience in using an E-commerce platform is not essential, but working knowledge of Microsoft Excel and database maintenance will be beneficial.
- Competency in HTML coding desirable.
- Competency in Adobe Photoshop desirable.
- Strong organisational skills and ability to multi-task.
- A keen eye for detail and an eagerness to learn.
- A natural team ethic and well-rounded interpersonal skills.
- Excellent communication skills and a positive attitude.

**Permanent position. Competitive salary + bonuses**

**Applicants are requested to submit a C.V and covering letter outlining why you want to work for PRESENT Agency and what you can bring to the team to [stavros@presentagency.com](mailto:stavros@presentagency.com)**