

E-Commerce Specialist

Bright Mega Capital Corporation – Markham, ON

Job Description

Who we are:

Bright Mega Group has been engaged in international import and export trade for more than 25 years and is a dynamic team of sales and marketing professionals. Our head office and warehouse are located in Markham. Our import department distribute seasonal and outdoor living products in Canada and USA. Our clients including large retail chain stores such as Costco, Home Depot, Loblaws, Canadian Tire, Kroger, CVS, Academy, etc.

Job Description:

- Developing, monitoring, writing and updating product content contained on eCommerce websites/portals.
- Set up eCommerce annually business plan base on monthly sales target according to market analysis.
- Cultivating standards, systems and best practices for content creation, distribution, maintenance, and new product listings.
- Work with sales, graphics, and other relevant departments to provide updated content for assigned accounts to be shared across eCommerce platforms, and adjustment timely.
- Possessing a comprehensive understanding of account-specific SEO best practices, pricing policies, media assets, inventory and/or pre-orders.
- Having the ability to multi-task, prioritize and successfully meet several deadlines at once while maintaining attention to detail.
- Possessing a strong knowledge of the eCommerce space including competitive strategies, marketing strategies, product development, consumer research, usability best practices and industry trends.
- Using Spreadsheets or Excel (pivot tables, vlookups etc) in addition to web analytics to stay organized and monitor changes in product sales and identify opportunities for improvement.
- Monitor customer abnormalities and complaints, and maintain customer service as well as emergency problems handling.

Job requirements:

1. Bachelor degree or above, major in marketing or e-commerce is preferred;
2. 3 - 5 years of experience in e-commerce operation management is preferred ;
3. E-commerce marketing skills, familiar with the North American market e-commerce operation platform, e-commerce operation strategy.
4. Excellent coordination and innovation ability.

Job Types: Full-time, Permanent

Salary: \$35,000.00-\$55,000.00 per year

HOW TO APPLY: Applicants should send a resume and cover letter to jhe@brightmega.com