



SHENZHEN INTERNATIONAL

Online Store Operator

Job Responsibility:

1. Responsible for the establishment of e-commerce platform and account registration, familiar with the platform and operation rules.
2. Responsible for the overall operation and daily management of the platform, product upload, customer service before and after sale, website update, in-site and in-store event planning and implementation.
3. Responsible for suppliers maintainance, including goods ordering, qualification control, payment settlement, collection and management of invoices, and following up relevant after-sales processes.
4. Responsible for the inventory management of goods, such as school uniforms, memorabilia acceptance, storage, placement, storage, regular inventory, account checking and so on, keeping the goods and the environment in the warehouse clean and tidy.
5. Responsible for the optimization of platform product category ranking, title optimization, etc..
6. Monitor product data, such as marketing data, transaction data, merchandise management, etc., and prepare monthly inventory and transaction reports.
7. Perform any reasonable duties as directed by the Head of Department or the Founding Executive Principal.

Job Requirement:

1. College degree or above, with more than 2 years of experience in actual operation of e-commerce platforms such as Ali and Jingdong.
2. Advanced knowledge of Microsoft Office applications (Outlook, Word, Excel, PowerPoint).
3. Should be methodical, clear - headed, practical and capable, patient and meticulous.
4. Strong sense of responsibility and professionalism, fairness, honesty and integrity.
5. Good verbal and written communication skills in both English & Chinese.
6. With the ability to analyze and solve problems, strong overall planning and execution.