



Ecommerce Specialist

PROGRESSION OF SUPERVISORS: Online Sales Manager, Managing Director, Vice President, President

JOB SUMMARY:

1. Be a champion of all technical aspects of running an online business by creating a customer experience that is easy, successful and inspiring through all ecommerce channels. Develop and implements processes, procedures to accommodate rapid growth of ecommerce platform. Work as part of a team to meet deadlines and accomplish goals.

ESSENTIAL FUNCTIONS:

1. Utilize all available upgrades on drop ship websites, including Amazon A+ pages, Home Depot Super SKU / Perfect SKU
2. Become the expert on building and accurately tracking key indicator reports through Salesforce, Magento and Google Analytics
3. Effectively communicate across departments to achieve company goals
4. Advance the goals of the team with consistent contribution of ideas
5. Update and maintain Magento websites with security updates and PCI compliance
6. Conduct training as needed
7. Effectively and efficiently produce high fidelity images for utilization online

ESSENTIAL SKILLS:

1. Demonstrates the ability to quickly learn and adapt to new computer systems, company specific programs and other technologies
2. Earns and maintains the trust and respect of all employees, co-workers and customers
3. Demonstrate a high level of professionalism while at work, or while representing the company in any capacity

ESSENTIAL WORK HABITS:

1. Establish priorities, work independently, and accomplish objectives with minimal supervision
2. Reports to work as scheduled maintaining a level of absences that results in minimal departmental disruption and minimal unfair burden on other employees.
3. Strives to learn and improve. Seeks out ways to better themselves and the company. Takes on responsibilities. Is hardworking and self-motivated
4. Establish and maintain successful working relationships with all vendors to obtain reasonable quotes for any needed materials or resources
5. Adjust schedule seasonally as needed willing to work more or less hours depending on need of department

QUALIFICATIONS:

- 2 to 4 years of relevant experience or equivalent combination of education and work experience

Preferences

- Prior experience with online sales and drop shipping
- Prior experience with SEO and Google Analytics
- Prior experience with CRM software
- Experience and/or high comfort level working with Adobe Suite
- Prior experience with Social Networking in an enterprise environment

ADDITIONAL RESPONSIBILITIES:

1. Assist Online Sales Manager as needed
2. Other duties as assigned

PHYSICAL ASPECTS:

1. Lifting minimum of 30 lbs
2. Employee may be exposed to temperatures that can be 10-20 degrees above outside temperatures seasonally
3. Bulk of time is spent at a desk utilizing a computer

At Four Star Greenhouse Inc., we want to insure that you understand what your responsibilities are. If you have any questions as to what is expected of you, you are expected to discuss these questions with your supervisor. By signing this document you are demonstrating that you understand what your responsibilities are, as presented to you on this Job Description. Your signature also demonstrates that you understand that all employees of Four Star Greenhouse are employees at-will. This means that the employment relationship is for an indefinite period of time and can be terminated at any time, with or without cause and with or without notice.

(signature)

(date)

(supervisor/manager signature)

(date)