



E-Commerce Executive (Internship)

Job Description:

As an Internship E-commerce Executive in our IT Service Center's E-commerce and Online Sales Department, you will play a vital role in managing our online presence, driving e-commerce strategies, and enhancing the customer shopping experience. Collaborating with the e-commerce team, you will gain hands-on experience in online sales, content management, and digital marketing within the IT industry. This internship offers valuable insights into the world of e-commerce and provides an opportunity to contribute to our online growth.

Responsibilities:

- Assist in managing the company's e-commerce platform and online store.
- Upload and update product listings, descriptions, and images.
- Monitor and analyze online sales trends, customer behavior, and website traffic.
- Collaborate with the marketing team to create compelling online content.
- Assist in planning and executing digital marketing campaigns.
- Respond to customer inquiries, feedback, and reviews promptly.
- Coordinate order processing, shipping, and returns.
- Learn and apply SEO techniques to improve product visibility.
- Assist in tracking and analyzing key e-commerce performance metrics.
- Stay updated on e-commerce trends and customer preferences.

Requirements:

- Enrolled in a relevant business, marketing, or e-commerce degree program.
- Strong interest in e-commerce, online sales, and digital marketing.
- Excellent communication skills, both written and verbal.
- Basic understanding of e-commerce platforms and online shopping processes.
- Detail-oriented with strong organizational skills.
- Eagerness to learn and adapt in a dynamic e-commerce environment.
- Customer-focused attitude with a passion for enhancing the online shopping experience.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint).
- Prior experience in e-commerce, digital marketing, or related roles is a plus.

Benefits:

- Hands-on experience in managing e-commerce platforms and online sales.
- Exposure to e-commerce strategies, digital marketing, and customer engagement.
- Mentorship and guidance from experienced e-commerce professionals.
- Opportunity to enhance skills in content management and online marketing.
- Possibility of extending the internship or being considered for future e-commerce roles.

If you are passionate about e-commerce, interested in online sales, and eager to contribute to the growth of our online presence, we encourage you to apply for our E-commerce Executive Internship position. This is an exciting opportunity to gain practical experience in the dynamic field of e-commerce while playing a vital role in our online sales efforts.