

## **JOB POSTING**

# *E-commerce Specialist*

September 2019

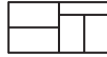
We are a small, but highly reputable company in a niche, creative industry, seeking an E-commerce Specialist to assist us with our growing online business. The ideal candidate is based out of Portland, OR and willing to work on-site on a weekly, bi-weekly or monthly basis. Flexible work schedule available.

### **RESPONSIBILITIES**

- Fully responsible for the day-to-day management of our e-commerce website
- Ensure inventory, product descriptions and other website details are always accurate and up to date
- Use analytics tools (such as website analytics, a/b testing tools, heat maps, etc.) to identify actionable insights on an ongoing basis that can be tested to drive business results
- Deliver weekly/monthly reporting to senior leadership and other team members that analyzes traffic, sales, trends, test results, and overall website strategy
- Work directly with internal and external business partners to refine strategies and implement initiatives

### **QUALIFICATIONS**

- 1-3 years of e-commerce experience (preferably Shopify)
- Ability to break down problems logically, develop hypotheses and solutions, and evaluate them with data
- Have a strategic mindset, passion for innovation, conversion rate optimization, website testing and driving results



- Ability to think creatively and strategically, but a willingness and desire to “roll up your sleeves” in a small business environment
- Be quick to learn new tasks and get up to speed without extensive instruction
- Be focused, driven, and able to work independently or collaboratively
- Sound qualitative and quantitative analytical skills
- Strong oral and written communication skills

## **REQUIREMENTS**

Verifiable track record and excellent references.

Interest in long-term working relationship.

Positive personality, detail oriented, and able to work independently.

Ability to work from our office in NE Portland.

## **HOW TO APPLY**

E-mail the following materials to [jobs@brooklyntweed.com](mailto:jobs@brooklyntweed.com):

- Resume and cover letter (PDF Format)
- A list of 3 or more professional references
- Portfolio examples with sample websites (Shopify if applicable) you have built, maintained or optimized; include a description of the work you contributed

*Applicants who are being considered for the position will be contacted by phone or e-mail regarding an in-person interview. Compensation based on experience and skill level. Thank you in advance for your response!*