Job Title: E-Commerce Sales Assistant

Working Hours: Flexible, Self-Employed, Part-time, 10 hrs per week

Salary: £12p/h + commission

Job Purpose:

To grow sales and brand awareness by creating engaging content and listings for the company's marketing, social media and sales platforms. To manage warehouse and online inventory.

Main Job Duties:

- Create and manage listings to sell products on different sale platforms
- Photograph and publish product images
- Create dynamic written, graphic, and video content
- Create content that promotes sales
- Write and distribute e-newsletters to subscribers
- Make sure that online inventory is up to date
- Manage physical inventory counts
- Create and manage listings to sell products on different sale platforms

Competency:

Required

- Adobe Photoshop
- Photography skills
- Microsoft Office (Word, Excel)
- Strong written communication skills
- Eye for detail
- Proof reading
- Local to Cambridge, UK