



Ecommerce Operation Executive (Internship)

(Welcome Fresh Graduates)

Job Highlights

Optimize, monitor & support the E-commerce platform

Follow up customers' online ordering enquires

Immediately available is preferred

Responsibilities:

Collaborate with internal and external parties to ensure smooth operation of all e-commerce platforms

Handle product listing, pricing update, inventory updates and other related tasks

Manage daily operation of the e-commerce platforms

Follow up customer enquiries and provide after sales services

Implement of ad hoc projects as required

Requirements:

Higher Diploma or above in Business Administration, e-Commerce or related disciplines

Good team player with a can-do attitude

Good communication skills

Good written English and Chinese

Strong interpersonal skills and detail oriented

Driven, motivated, self-propelled and appreciates working in a fast-paced, ever-changing environment.

Strong ability to organize and prioritize.

Immediately available is preferred

Fresh graduates are also welcome

Interested parties, please send your resume with expected salary to

hr_recruit@semk.net

Personal data collected will be kept confidential and used for recruitment purpose only.