

Job Descriptions

E-Commerce Executive

Key Responsibilities

- Manage product listings, catalog updates, pricing, and inventory across marketplaces (Amazon, Flipkart, etc.).
- Optimize product titles, descriptions, keywords, images, and A+ content for better visibility and conversions.
- Monitor daily sales, performance reports, and update dashboards.
- Run and optimize marketplace ads (Amazon PPC, Flipkart Ads, etc.).
- Handle order processing, returns, and seller support issues.
- Coordinate with design and content teams for listing creatives and banners.
- Manage brand store updates, seasonal campaigns, and promotional setups.
- Ensure compliance with marketplace policies and operational guidelines.
- Conduct competitor analysis and develop strategies to improve rankings and sales.

Requirements

- 1–3 years of experience in e-commerce operations or marketplace management.
- Strong understanding of Amazon Seller Central, Flipkart Seller Hub, etc.
- Knowledge of listing optimization, keyword research, and marketplace SEO.
- Experience with marketplace advertising (Amazon PPC preferred).
- Good analytical skills and proficiency in Excel/Google Sheets.
- Strong coordination, communication, and problem-solving abilities.

Job Description for Dashboard - E-Commerce Executive

We're hiring an E-commerce Executive to manage listings, pricing, inventory, ads, and daily sales on Amazon/Flipkart. Must know Seller Central, listing SEO, PPC, reporting, and coordination. Requires 1–3 yrs experience with strong analytical and communication skills.

Mode of working- Agra

Experience- 1-3 years