

## **E-Commerce Webstore Manager**

If you are a self-motivated individual looking for a position with a dynamic team, we want to speak with you!! We're looking to add an E-Commerce Webstore Manager to our growing team.

This position is full-time, Monday - Friday with NO weekends required. We offer competitive pay (with bonus opportunities), paid time off, incredible benefits that include healthcare and 401k matching!!

Hourly Pay \$20-\$22 After 90 day Review

Responsibilities:

You will work with an Account Executive to create and maintain client webstores as well as handle any accounts associated with the assigned webstore, which includes:

- Select optimal products based on client needs
- Work with a Graphic Designer to create product images and webstore design
- Plan and implement sale occasions on a monthly or quarterly basis to drive sales
- Assist webstore specific clients with custom orders and pricing
- Maintain product offering/pricing based on availability and fluctuating costs

You will manage a Webstore Coordinator and Production Assistant to meet the following goals:

- Ensure orders are produced, packaged, and shipped correctly and in a timely manner that meets the webstore's policies and procedures
- Stocked items are kept at optimal inventory levels
- Problem solve issues that arise during fulfillment or production

Requirements / Qualifications:

- Strong communication skills are a must
- Time management skills are a must
- Shopworks Business Software (or similar operating system) experience (plus)
- Basic computer skills
  - Gmail
  - Excel
  - Online order systems (plus)
  - Graphic design (plus)
- Strong attention to detail
- Solid organization skills
- Self-starter and team player are key in our environment
- Ability to multi-task and be flexible
- Must be able to lift/carry up to 35 pounds
- Must be punctual and have a strong work ethic

Top 2 Bottom Marketing is a well-established, thriving boutique marketing agency located in Arlington, Texas. We work with national, regional, and local clients to help them brand and promote their business. We are an equal opportunity employer offering a safe and fun working environment. We are looking for great individuals that want to learn and grow with us.