



【世界9拠点】 E-commerce manager

クリエイティブ/土日祝休み/残業少/スタートアップ/英語を活かせる/外資系企業

Job Information

Hiring Company

WPIC Technology Japan G.K.

Job ID

1559568

Industry

Digital Marketing

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Work Hours

9:00am to 6:00pm

Refreshed

September 25th, 2025 17:47

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【Who We Are】

WPIC Marketing + Technologies is a leading APAC e-commerce and technology consultancy. We help global brands succeed in Japan and Asia through data, analytics, e-commerce solutions, warehousing and logistics, and essential support services. With over 400 staff across 9 cities worldwide, we provide end-to-end market entry and growth solutions.

【Main Responsibilities】

- Monitor store operations and regularly propose and implement improvements.

- Prepare weekly and monthly reports and manage KPIs such as sales, inventory, sales plans, profit, traffic, and CVR.
 - Collect, analyze, and manage data such as site traffic and visitor behavior, then optimize the site based on insights.
 - Oversee and coordinate work with outsourcing partners (e.g., agencies handling ads, creative, logistics).
 - Work closely with internal teams, related departments, and headquarters to align on strategies and execution.
 - Make sure all e-commerce operations follow company policies, internal procedures, and local legal requirements.
 - Liaise with external vendors for any technical or operational support (e.g., platform maintenance, system updates), ensuring issues are resolved quickly and stores remain compliant with company standards.
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Required Skills

[Requirements]

- 1+ years of hands-on experience in e-commerce operations
- Native or very fluent level of Japanese
- Strong knowledge of at least one major sales channel (e.g., Rakuten, Amazon)
- Proficiency in Excel/Google Sheets, with the ability to operate and manage data effectively
- Ability to read and understand written English (emails, reports, system interfaces)
- Ability to work proactively with an entrepreneurial mindset and strong understanding of startup environments
- Comfortable working with ambiguity and able to operate independently with minimal supervision

[Nice to Have]

- Experience with digital advertising platforms (e.g., Meta Ads, Google Ads, Rakuten RPP/TDA, Amazon Ads)
- Experience in affiliate marketing or influencer collaborations (Rakuten Room, Instagram, etc.)
- Hands-on experience with data visualization tools (e.g., Tableau, Looker Studio, Plotly Dash)
- Knowledge of cross-border e-commerce operations (import/export processes, customs, taxation, IOR/MOR, etc.)
- Experience in budgeting, P&L management, and sales forecasting
- Strong copywriting or localization experience for Japanese product listings and ads

[Desired Personality]

- Strong analytical thinker with attention to detail, highly numerate, and able to optimize available resources
- Deep understanding of Japan's e-commerce ecosystem and social media landscape
- Comfortable working in a fast-paced environment and adaptable to change
- Able to manage multiple tasks by setting clear priorities
- Excellent project management and time management skills
- Self-driven, able to take initiative and deliver results without close supervision

[Work Conditions]

- Employment type: Full-time, permanent.
 - Location: Tokyo 23 wards (office-based, with potential for partial remote work).
 - Working hours: 9:00 am – 6:00 pm (flexible time system).
 - Holidays: Saturdays, Sundays, national holidays, year-end/New Year.
 - Salary: Negotiable (based on experience and skills).
 - Benefits: Social insurance, company laptop, commuting expenses covered.
 - Probation Period: 6 months (employment will be under a fixed-term contract during this period).
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Company Description