



PR/159745 | E-commerce Specialist (Beauty Retail)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1564262

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

December 16th, 2025 06:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

A leading Beauty Retail Company is seeking an E-commerce Specialist to manage and grow their online sales channels (online marketplace and e-commerce website). This role involves daily operations, sales tracking, shipment coordination, and performance analysis to ensure smooth execution and continuous growth of the e-commerce business.

Responsibilities

- Manage product listings, pricing, and promotions on the online marketplace.
- Maintain and update content, banners, and product info on Brand.com.
- Key in online sales data into internal systems.
- Coordinate with logistics teams for timely and accurate shipments.
- Monitor order status and resolve fulfillment issues.
- Track and analyze sales performance across platforms.

- Prepare sales reports and recommend strategies to grow E-commerce sales.

Requirements

- Minimum 3 years of experience in e-commerce, especially in marketplace operations.
- Experience managing a Brand.com site is a strong advantage.
- Strong proficiency in Microsoft Excel.
- Good understanding of e-commerce metrics and digital sales funnels.
- Excellent communication skills, analytical, detail-oriented, and proactive mindset.
- Ability to work in a fast-paced environment.

#LI-JACMY

#stateKL

#countrymalaysia

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Company Description