



PR/110189 | Assistant Manager – E Commerce

Job Information

Recruiter

JAC Recruitment India

Job ID

1583953

Industry

Retail

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 2nd, 2026 03:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

< DUTIES AND RESPONSIBILITIES >

E-Commerce Performance & Growth Optimization

- Monitor and analyse daily, weekly, and monthly KPIs including traffic, conversion rate, AOV, and UPT
- Analyse product- and category-level performance (sales, conversion, sell-through) to derive actionable insights
- Drive conversion rate and revenue growth through data-driven merchandising, content optimization, and on-site search improvements
- Manage and leverage first-party customer data to enhance customer understanding and retention

Content & Site Merchandising Operations

- Create and manage product master data including copy, translations, images, and web-specific attributes
- Operate site merchandising and content execution based on marketing and monthly launch calendars
- Optimize content placements, site navigation, and on-site search to improve user experience and conversion
- Plan and execute e-commerce marketing promotions and seasonal changeovers

Key Account Management

- Coordinate with logistics and fulfillment teams to ensure timely and accurate order processing and delivery
- Collaborate with customer service teams to ensure seamless customer services, high customer satisfaction, and resolve issues quickly through the online store
- Manage relationships with third-party vendors and marketplace platforms
- Collaborating with cross-functional teams, including marketing, product, logistics, and IT, to ensure smooth e-commerce processes

< REQUIRED SKILLS & EXPERIENCE >

- Minimum 5 years' experience in retail E Commerce preferably from premium to luxury brands
- Strong understanding of digital marketing strategies and online sales channels
- Experience with web-based content management systems
- Experience with eCommerce platforms and web analytics tools
- Ability to work independently on assigned tasks as well as accept direction on given assignment
- Must be flexible and have the ability to effectively prioritize multiple tasks in a fast-paced environment
- Proficient computer skills: Microsoft Suite (Word, Excel, Outlook, PowerPoint)

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Company Description