



PR/118644 | E-Commerce Specialist

Job Information

Recruiter[JAC Recruitment UK](#)**Job ID**

1603005

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

September 15th, 2026 15:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client is looking for a bright individual to join the company at the ground level and help shape the operations from day one.

We are looking for a hands-on generalist who can support a wide range of daily tasks across back-office operations and e-commerce activities. In an early-stage environment, no two days are the same. This role is ideal for someone who thrives in a dynamic setting, enjoys problem-solving, and is comfortable taking initiative.

What You Will Do

- Support day-to-day operational tasks across back-office and e-commerce functions
- Assist with administrative processes, coordination, and basic operational workflows
- Contribute to early-stage e-commerce activities (social media, website updates, content coordination)

- Work closely with leadership to support the UK launch and ongoing operations
- Adapt to changing priorities and proactively identify ways to improve processes

Who We're Looking For

- A proactive, adaptable self-starter who enjoys variety in their work
- Someone comfortable rolling up their sleeves and trying new things
- Strong organisational skills and attention to detail
- Excellent communication skills in English
- German or French is a plus

Unfortunately, No visa sponsorships are available. Only shortlisted candidates will be contacted. Thank you and I look forward to your application!

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Company Description