



Made In Oldstead

Job Vacancy - Website and E-commerce Administrator

We are looking for a talented and motivated website and e-commerce administrator to be responsible for the maintenance and improvement of our online landscape, this involves our website, woo commerce shop and shipping and communication software.

The Role:

- Manage site content and create assets, including but not limited to product uploads, product descriptions and product updates, stock management.
- Work with our website company to develop and instigate site enhancements to improve the customer experience.
- Manage site SEO optimisation and other features to help drive conversion.
- Manage promotions for special products or seasonal offerings
- Analysis and reporting on sales, trend and all e-commerce KPIs
- Work with our Head of Marketing and Communications to ensure we deliver an excellent customer experience across the site including customer journey and visuals.
- Other analytical and administrative tasks as required.

The Person:

- Ideally, 1-2 years experience of working within an e-commerce and website administration role.
- Experience in other areas of digital marketing such as CMS, CRM and social media preferred but not required.
- Passionate and energetic with a can do attitude able to work as part of a small team
- Ability to work with a variety of people, a great self-starter.