

COACH HOUSE

Job Title: Ecommerce Developer Assistant

Hours: 9am to 5pm, Monday to Friday, 37 ½ hours.

Salary: 27K gross per annum.

We are the UK's largest wholesaler of furniture and design led accessories and we are looking for an experienced Ecommerce Developer Assistant, under the management of the Sales Director and Ecommerce Business Development Executive. This position will mainly consist of undertaking the administrative aspect of ecommerce management with a view to developing this account base and keeping our systems updated with the latest ecommerce information relating to existing accounts and their associated ecommerce and social media presence and content.

Key tasks:

- Account maintenance
- Account digital presence assessment and reporting
- Updating systems dependent on reports shared by the Ecommerce Business Development Executive
- Weekly Review of ecommerce account base
- Additional responsibility – additional administrative assistance where required.

The successful candidate will:

- Demonstrate an excellent command of the English language, both in verbal and written communication.
- Possess a high level of attention to detail.
- Be highly organised.
- Be able to work well under pressure and have the ability to act pro-actively and intuitively.
- Ability to work independently, remaining focused and motivated.
- Strong interpersonal skills.

To apply for this role please send CV and covering letter to HR@coachhouse.com