

webshop coordinator

studio x is looking for an experienced Webshop Coordinator to care for and lead our webshop platform, studiox.dk. The ideal candidate is passionate and knowledgeable about design, loves creating new ordering systems, is extremely organized, excited by challenges and interested in being part of a larger team with international ambitions.

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Responsibilities:

- Web order processing and packaging
- Customer care - email correspondence & order updates
- Systematization of webshop process - from order placement to shipment
- Development of packaging aesthetic - from wrapping style to personal note
- Systematic overview of orders - order status, shipment dates, etc.
- Contact with and coordination to shipping providers
- Order placement and communication with suppliers
- Stock inventory tracking and ordering coordination with store management

Indrykningsdato

08.03.2021

Ansøgningsfrist

12.03.2021

Virksomhedsnavn

studio x

Lokation

København K

Fagområde



Billede / Design /
Multimedia

Navn på kontaktperson

Kirstine Meier Carlsen

positions@studiox.dk

Søgstilling

<https://studiox.dk>

- Maintenance of webshop - adding new items, writing descriptions

Qualifications:

- Ultra experienced in Shopify
- Prior webshop coordination experience
- Excellent customer care skills
- Ability to improve upon the current webshop platform
- Ability to analyze the Shopify data and understand customer purchase patterns
- Ability to make a plan on how to develop and expand the webshop platform
- Experienced with outsourcing webshop packing to third party shipping providers
- Ability to work under tight deadlines
- Fluent in written English

Application:

This is a full-time position. Please send a cover letter and CV to positions@studiox.dk with the subject - Webshop Coordinator - by Friday March 12. No phone inquiries please. Interviews will be set-up with shortlisted candidates.