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E-commerce Internship Jewellery Company

Description
Our client is looking for an eCommerce savvy Intern to join their small team based in Swindon, with a view to joining the team in a management, capacity if you wow them!

You will have a good grounding in online sales and eCommerce, a can-do attitude and be full of positive energy. This role requires creativity, superb organisation and time management skills, and a willingness to get stuck into all aspects of running a small business! A passion for jewellery is a plus but not essential – the right candidate will have previous experience of the customer service/e-Commerce industry, passion, drive and enthusiasm to help run and grow their small established business and excel working in a fast-paced environment.

You will be working closely with the Director and Manager to fully understand all aspects of the business. This is a high-energy role that requires outstanding multi-tasking and troubleshooting skills – you will be a proactive individual who is always pushing yourself and your staff to work to the best of their ability.

Qualifications:
•Customer service potentials (both a retail and wholesale views)
•English language level should be understandable
•Understand customers behaviour
•Can get well a round customers and be likeable
•Goal oriented and driven

Expectations:
•Creating new initiatives and business opportunities for the company
•Administration and basic accounts
•Managing their online orders from various online platforms
•Managing wholesale orders and accounts
•Uploading new products and creating captivating product descriptions
•Dealing with and processing customer returns
•Setting up and working trade and retail shows

Contacts
To apply for this role and to find out more, please click on the apply button.

Employment Type
Internship, Swindon/Slough

Beginning of employment
June 17th

Duration of employment
12 weeks

Industry
Retail

Job Location
Town/City: Swindon

Working Hours
09:00 – 18:00

Base Salary
£ Salary: £12,000

Date posted
April 2, 2018