



<https://internshipgarage.com/job/e-commerce-internship-jewellery-company/>

## 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