E-COMMERCE MANAGER

Job Ref. No: #JDMPR1209

2024 - 2025

- **Company Name** : Moris Media LLC
- **Designation** : E-Commerce Manager
- **Job Type** : Full Time
- **Industry** : Advertising & PR Industry
- **Department** : E-Commerce
- **Work Model** : Remote
- **Salary** : Rs 1,00,000 - Rs 2,00,000

www.morismedia.com

About morismedia

Moris Media is a professionally managed public relations, digital marketing and reputation-management organisation with 12+ years of industry experience, recognised as one of the world's leading PR and digital marketing boutique agencies, working across 40+ countries.

Job Summary

Moris Media is seeking a dedicated and detail-oriented E-Commerce Listing Manager to join our team and manage the moCal brand's online product presence. This role is pivotal in presenting our products in an organized, attractive, and search-optimized way across our e-commerce platforms. You'll be responsible for creating compelling product listings, ensuring accuracy, and maximizing the visibility of our products to drive sales and enhance the customer experience.

As an E-Commerce Listing Manager, you will be responsible for overseeing the product listing process on our E-Commerce platform. Your role will involve managing the creation, optimization, and maintenance of product listings to enhance the online shopping experience for our customers.

Job Summary:

The E-Commerce Listing Manager plays a crucial role in ensuring that our product listings are accurate, engaging, and optimized for search engines. You will collaborate with cross-functional teams to drive sales and maximize the visibility of our products online.

Primary Responsibilities

1. **Create and upload product listings on the E-Commerce platform.**
    - **Beyond Creation:** This includes crafting compelling descriptions using relevant keywords, selecting appropriate categories, and ensuring image quality.
2. **Optimize product titles, descriptions, and images for better visibility.**
    - **Think like a Customer:** Research how customers search and what keywords resonate. Use high-quality images and consider alternate views and videos.
3. **Monitor product performance metrics and make data-driven decisions.**
    - **Data is Your Compass:** Track sales, conversion rates, search rankings, and customer reviews. Adjust listings to address low-performing areas.
4. **Implement SEO best practices to improve search rankings.**
    - **SEO is Key:** Constantly research relevant keywords and long-tail search terms, as they are essential for product discovery.
5. **Coordinate with suppliers to gather product information and updates.**
    - **Communication is Vital:** Maintain strong relationships with suppliers to ensure accurate specifications, pricing, and changes are reflected promptly.
6. **Manage inventory levels and ensure accurate stock availability.**
    - **Avoid Disappointment:** Stockouts frustrate customers. Oversee inventory tracking and work with suppliers to prevent listing products that are out of stock.
7. **Conduct regular audits to maintain listing accuracy and consistency.**
    - **Attention to Detail Matters:** Review listings for errors, outdated information, or inconsistencies in product presentation across your e-commerce presence.
8. **Identify trends and opportunities for product assortment expansion.**
    - **Be Proactive:** Analyze sales data and competitor offerings to suggest new products that align with

customer demand and market gaps.

9. **Collaborate with marketing teams to develop promotional strategies.**
    - **Synergy is Success:** Work with marketing to align listings with campaigns, ensure product availability during promotions, and provide content support.
10. **Stay updated on E-Commerce trends and industry best practices.**
    - **Never Stop Learning**: The e-commerce landscape changes rapidly. Research algorithms, new selling tools, and emerging customer preferences.

Required Skills

1. **E-commerce Platform Expertise (Global Focus):** In-depth knowledge of major e-commerce platforms, particularly Amazon and eBay, both nationally and internationally. Familiarity with various local and niche marketplaces is also valuable for expanding Moris Media's reach.

2. **Data-Driven Analytics:** Sharp analytical skills to interpret sales data, customer behavior patterns, and market trends. Ability to translate this data into actionable insights to optimize listings and drive growth.

3. **Communication & Collaboration:** Excellent verbal and written communication for effective collaboration with suppliers, marketing teams, and other stakeholders across Moris Media.

4. **SEO Mastery:** Strong understanding of SEO principles, keyword research tools, and the ability to craft keyword-rich product descriptions optimized for both domestic and international search engines.

5. **Meticulous Attention to Detail:** Obsessive focus on ensuring the accuracy and consistency of product information (specifications, pricing, images) across all listings to maintain a professional brand image.

6. **Effective Task Management:** Demonstrated ability to multitask, prioritize effectively, and manage multiple product listings simultaneously in a fast-paced environment.

7. **Visual Merchandising:** Understanding of online merchandising techniques to create visually appealing and informative listings. Experience in product photography and editing using tools like Photoshop is a major bonus.

8. **Excel Proficiency:** Strong proficiency in Microsoft Excel for data analysis, inventory management, and reporting to support decision-making.

9. **Adaptability and Resilience:** Embracing the dynamic nature of e-commerce and the capacity to adapt quickly to changes in platform algorithms, best practices, and customer preferences.

10. **Passion for E-commerce:** Genuine enthusiasm for the e-commerce landscape, emerging trends, and a desire to learn and contribute to Moris Media's growth in the online marketplace.

Qualifications & Experience

- Bachelor's degree in Marketing, Business, or related field.
- 2+ years of experience in E-Commerce product management.
- Certification in E-Commerce or Digital Marketing is preferred.
- Demonstrated success in improving online sales performance.
- Knowledge of HTML/CSS is an advantage.

If you are passionate about E-Commerce, have a keen eye for detail, and thrive in a results-driven environment, we invite you to apply for the role of E-Commerce Listing Manager. Join our team and contribute to the growth of our online business!

Apply Only Through the Official Job Page

Candidates must review the complete job description, eligibility requirements, work model, location and experience expectations before submitting accurate and updated information through the official application form.

Submitting an application does not guarantee shortlisting, an interview or employment. Moris Media does not request registration charges, security deposits, training fees or candidate payments through its official recruitment process.

APPLY ONLINE HERE

Career Opportunities Across Borders

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