

Position Title: Ecommerce Administrator
Department: Head Office
Location: London
Reporting to: Director

Our client is a luxury online beachwear boutique selling everything you need to hit the beach in style. We stock 30 designer brands including Melissa Odabash, Seafolly, Vix and Stella McCartney, and have been featured in Vogue, Elle, Marie Claire and Grazia to name a few.

We launched a German language version of the website 18 months ago, and we are looking for an Administrator to help with its day to day running, and help grow the business. This role would suit a recent graduate or 2nd jobber who is looking for an exciting challenge. This is an amazing opportunity for an ambitious individual to manage and develop a team in the fastest growing area of our business.

Your responsibilities

- Translation of web content and product pages into German, and produce relevant Meta data.
- Provide excellent customer service to customers, and develop relationships with German VIP clients.
- Assist with Social Media
- Prepare press info and press releases for the new season
- Translation of e-newsletters to send to German database
- Work with the team to process orders and produce shipping documents

Your background

- Experience in fashion ecommerce beneficial but not essential
- Excellent communication skills, verbal and written - fluent in English and German
- An interest in Fashion
- Outstanding organisational skills - you must be able to multi-task and work quickly and efficiently to tight deadlines
- Work well as part of a small team
- Must be very ambitious to help grow our German website business.

Benefits include

- Opportunity to grow with the business very quickly
- Salary of £19,000 per annum
- Generous staff discount and clothing allowance

Please send your application to Anne Glende at admin@praktikum-in-london.de