

GENTLEMAN'S JOURNAL

E-COMMERCE EXECUTIVE

The Details

Gentleman's Journal is looking for a dynamic, process-orientated, engaging and confident E-Commerce Executive to manage Gentleman's Journal's fast-growing online shop.

You will work closely with the founder and existing team of Gentleman's Journal, helping to grow its marketplace. You will be the key point of contact between the various brands that we sell, and for communicating with our delivery and distribution partners.

This is a junior role, and we welcome applicants with the right personal qualities, regardless of experience.

Key Areas of Responsibility

- Manage the day-to-day activities of the online shop
- Ensure sales records are accurate
- Report on the performance of various products
- Liaise with the brands on their product choices
- Curate the shop internally
- Process orders and ensure stock levels are maintained and up to date
- Liaise with the marketing team to create strategies to drive growth
- Communicate with distributors and logistics
- Have a strong understanding of the Shopify platform, managing the whole process from customer to fulfilment and returns

The Person

- Enthusiastic and keen to learn
- Computer literate
- Excellent organisational skills
- Personable and confident
- Punctual
- Real interest in men's style
- Strong understanding of digital marketing and social media

Apply

If you are interested to apply for this role, please provide your CV and a cover letter to Harry Jarman (harry@thegentlemansjournal.com) with *E-Commerce Executive* in the subject line.