

<b>Job Title</b>	E-Commerce Executive
<b>Company</b>	Brij & Co.
<b>Location</b>	Wazirpur, Delhi

### Position Overview:

We are seeking a highly motivated and detail-oriented E-commerce Executive to manage our complete e-commerce operations. This role is crucial for our online success, encompassing website management, efficient order execution, and meticulous product listing for our men's apparel range.

The ideal candidate will have a strong understanding of e-commerce best practices, a keen eye for detail, and a passion for delivering an excellent customer experience.

### Key Responsibilities:

- **Website Management:** Maintain and update the e-commerce website daily, ensuring all content (product information, promotions) is accurate, engaging, and up-to-date. Monitor website performance, identify areas for improvement, and implement strategies to enhance user experience and conversion rates.
- **Order Execution & Fulfillment:** Manage the entire order lifecycle from receipt to delivery, ensuring timely and accurate processing. Coordinate with logistics partners for efficient shipping and delivery. Handle customer inquiries related to orders, shipping, and returns with professionalism and efficiency.
- **Product Listing & Merchandising:** Create compelling and accurate product listings, including detailed descriptions, high-quality images, and relevant specifications for all apparel. Optimize product listings for search engines (SEO) to improve visibility and organic traffic.
- **Reporting & Analysis:** Generate regular reports on website traffic, sales performance, order fulfilment, and other key e-commerce metrics. Analyze data to identify trends, opportunities, and areas for improvement.
- **Customer Service:** Provide excellent customer service through various channels (email, chat, phone) regarding product inquiries, order status, and issue resolution. Maintain a high level of customer satisfaction by addressing concerns promptly and effectively.

### Qualification and Skills Required:

- Bachelor's degree in Marketing, Business Administration, or E-commerce.
- Minimum 2 years of experience in an E-Commerce role
- Proven experience with e-commerce platforms (e.g., Shopify, Magento, WooCommerce)

### How to Apply:

Please submit your resume and portfolio at [jobs@brij.com](mailto:jobs@brij.com) and why you are the ideal candidate for this position.

### Benefits:

- Competitive Salary
- Health Insurance
- Opportunities for professional development and growth

## Brij & Co

manufacturers & exporters : t-shirts, shirts, caps & uniforms

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