

## Virtual Assistant E-commerce Specialist PH

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Company: Premier Media

Location: Philippines

Category: business-and-financial-operations

Hello Virtual Assistants!

I'm Linn Sundin, the founder and creative director of Bebe Bask. As the founder and visionary behind our brand, I am constantly inspired by the commitment to excellence that defines our purpose. We are on a journey to redefine handmade luxury with a modern touch, and I believe that every member plays a key role in shaping this vision.

About the company:

We are a fast-growing E-commerce business focusing on baby, children, and interior products. Operating on platforms like Amazon, Etsy, Fair, and Shopify, we've thrived for about four years. We seek a highly organized Virtual Assistant to join our team, capable of independent and proactive work to handle various aspects of our business.

About the role:

We are looking for an analytical Virtual Assistant with a passion for e-commerce, a talent for troubleshooting, and a strong focus on logistics. The ideal candidate should be skilled, tech-savvy, and systematic, capable of managing various administrative tasks and providing customer service. Someone who should be comfortable with continuous learning, as there are no predefined standard operating procedures (SOPs). Daily and weekly meetings will be held to

create SOPs and adapt to evolving business needs. We highly value problem-solving skills, a growth mindset, and proficiency in working across multiple platforms such as Amazon, Etsy, Fair, Shopify, and integration tools. For a successful candidate, this role offers significant growth opportunities within the company, with a transition to an operations manager role in the future.

This is a Full-Time Remote position. We encourage long-term commitment and dedication, with an expectation of starting at 7:00 AM to 3:00 PM Philippine time for effective collaboration with the team. While flexibility in working hours may be considered in the future, the initial focus will be on aligned working hours for enhanced support and training.

#### Responsibilities:

Work closely with the director as their right hand, ready to take on any instructed tasks

Manage Gorilla ROI and oversee the placement of weekly and monthly orders

Troubleshoot app integration issues across different platforms

Connect and set up apps on relevant platforms.

Transfer and manage product listings on Shopify, Etsy, Faire, and Amazon

Handle cases on various e-commerce platforms

Implement changes on Shopify, Etsy, Faire, and Amazon as instructed

Source and coordinate with freelancers on Fiverr for troubleshooting

Create and maintain Standard Operating Procedures (SOPs)

Proficiently handle Excel sheets for data organization

Product replacement/main communicator with 3PL

Perform data entry tasks and contribute to business development initiatives

Engage in customer management to address inquiries and concerns

Assist with general tasks as needed

## **Requirements**

Proven experience as an Executive Assistant in the E-commerce industry, with a background in logistics

Demonstrated leadership skills, with the ability to contribute to team growth.

Effective communication skills for coordination and SOP creation

Proven E-commerce experience with Shopify, Etsy, Faire, and Amazon.

Tech-savvy with strong troubleshooting skills. Familiar with Sellbrite.

Exceptional attention to detail, particularly in listing management (no copywriting or creative tasks involved)

Proficiency in Excel and Google Sheets, showcasing the ability to create and manage sheets as directed by the Director

Familiarity with Amazon Seller Central and data analysis

Strong organizational abilities for multitasking

Prior experience or knowledge in logistics is essential for this role

## **Benefits**

You'll be joining a high-level and fast-paced environment

You'll be able to grow both professionally and personally in this role.

Completely remote schedule

You'll be working on exciting projects

Location independence

If this sounds interesting to you please proceed with your application.

Kindly be advised that the recruitment process is being managed by Premier Media. For any further details or inquiries, please reach out to the Premier Media recruitment team, as they oversee all our hiring procedures.

Thanks and I look forward to hearing from you!

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