

Sales & Operations Assistant - Marketplace

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Company: Human Direct

Location: Spain

Category: other-general

Responsibilities

Sales Support:

Collaborate with the sales team to manage and optimize product listings on various marketplaces.

Assist in developing and implementing strategies to increase sales and visibility on different platforms.

Monitor and respond to customer reviews and inquiries, ensuring a positive customer experience.

Operational Coordination:

Work closely with logistics and fulfillment teams to ensure accurate and timely order processing.

Manage inventory levels, forecast demand, and coordinate restocking activities.

Collaborate with vendors and partners to streamline operational processes.

Support the onboarding process for new marketplace integrations.

Data Analysis:

Analyze sales performance, identify trends, and provide actionable insights to drive decision-making.

Generate reports on key performance indicators (KPIs) for regular review.

Requirements

Bachelor's degree in Business, Marketing, or a related field.

Proven 2-3 years experience in e-commerce, sales operations, or a similar role.

Familiarity with major online marketplaces (e.g., Amazon, Allegro, etc.).

Strong analytical skills with the ability to interpret data and trends.

Excellent communication and organizational skills.

Detail-oriented with a focus on accuracy and efficiency.

Proficient in Microsoft Office Suite and e-commerce platforms.

Ability to adapt to a fast-paced and dynamic environment.

Fluent English

Spanish, French, German, Italian desired

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