

ILERT.

Hello! We are looking for a ambitious, motivated, self starting E-Commerce Allrounder to work alongside our CEO.

We need your help in

- managing the clients Orders and handling the entire Procurement with our international Production Partners and Suppliers in english language.
- Updating our Amazon Listing
- Updating our Listing on our Onlineshop (s)
- Assisting in our customer Service and help us monitor emails and incoming calls from german clients and Partners
- Assisting the bookkeeping and Billhandlling

****We need a ambitious team member****

- with an accomplished **Ausbildung**
als Groß- und Aussenhandleskaufmann /-frau,
als Industriekaufmann /-frau,
als Einzelhandelskaufmann /-frau
als Steuerfachangestellte(r)

- who can work very concentrated
- who loves to make customers happy and assist in challenging tasks and projects
- who like to grow within a Start-up and takeover responsibility

After a controlled onboarding phase:

- You manage all incoming orders in our System (AMAZON SELLER CENTRAL and Onlineshop and E-Commerce Management System) and transmit orders to our suppliers. You work with free webbased tools like trello googledrive and googledocs.
- You will be a helpful backup and assist in easy to answer incoming tickets through zendesk and whatsapp
- You will make our customers happy !

You should have experience in E-Commerce workflows and logistic procedures that help you understand all areas of daily operations.

You love to work with repeating tasks on the one hand and have no fear about challenging projects on the other hand.

****ABOUT US:****

We are a family run business with over 30 years experience in the field of home & living. Since 2017 we launched PLACE TO BE., a young and emotional furniture private label which is growing in germany and throughout Europe. Our full team is working remote. We have 4 showrooms in Europe (mainly in Germany). Our international customers require extraordinary service and professional and reliable information flow through the entire order process. You can learn more about us at www.plctb.de

You should identify yourself with our furniture products. You should have the ability to manage tasks and coordinate various Stakeholders in our business, like Suppliers, Logistic Companies.

Good German speaking skills and professional writing skills are mandatory. English as well.

****We require the german Ausbildung as a mandatory Basic skill.****

You will receive from day 1 fully support from our CEO and our team thanks to our structured onboarding plans.

required Skillset: google drive and Googledocs, JTL Wawi / JTL Shop, Amazon Seller Central, trello, Excel

Waiting for your video via whatsapp or CV with some words why you love to work on this job?

+4915151001255

Best

Malte Ilert, Founder & CEO