

e-Commerce Specialist

Short Post

Help Save the Manatee Club grow our e-commerce platform!

This position will be responsible for running, maintaining, and growing our online shopping catalog, shopsavethemanatee.org. The position requires a person who is customer service oriented, knowledgeable on back-end processes of running an online retail store, and who can work independently, as well as in a team setting, with a willingness to work full-time during the end of year holidays.

This position may be considered for permanent part-time, with full time hour requirements November and December, or a full-time position with additional responsibilities in other departments.

For more detailed information, please see our post on LinkedIn, or email work@savethemanatee.org. No phone calls, please.

Long Post

Save the Manatee Club is a 501c(3) non-profit located in Maitland, Florida dedicated to our mission of seeing manatees protected, advocated for, and saved from harm.

Employment type: Permanent Part-Time with option for Full-Time

Job purpose:

To support the organization by maintaining and growing our online manatee retail store under the dual supervision of our Director of Development & Operations and the Director of Web Development & Office Logistics.

Responsibilities:

- Shipping of merchandise to customer in timely manner, with understanding of domestic and international shipping requirements.
- Adding, changing, and modifying existing products online as needed or requested.
- Keeping the product catalog, product inventory and content current.
- Recommending new products and timeline for end-of-life products.
- Creating, submitting, and tracking purchase orders, deliveries, and invoices.
- Reporting on product management including sales, inventory, and cost.
- Completing month end inventory of all products as well as month end reports.
- Assisting with in-bound phone calls

Qualifications:

- Strong retail skills, including ability to maintain and track inventory, set proper price points, maintain vendor relationships, research new vendors and products, provide outstanding customer service.
- Basic bookkeeping, inventory management and customer service skills.

- Basic to intermediate computer software skills including Microsoft Office 365
- Desire and ability to learn new skills, including new technologies & software
- Professional and courteous interpersonal skills
- Adherence to strict confidentiality standards
- Sense of compassion and personal responsibility
- Experience maintaining online shopping cart preferred
- Database experience preferred
- Experience using shipping platform such as Pitney Bowes
- Excellent time management and organizational skills
- Flexibility and ability to adapt quickly to new circumstance
- This role can require lifting of up to 60 lbs. and standing for extended periods of time.
- Non-profit experience and a passion for environmental issues is a plus!

Pay Rate:

Starting wage is \$14 - \$16 per hour with room to grow.

To Apply:

Please reply to this post or email work@savethemanatee.org with a cover letter, resume, work samples, and any additional information you would like to provide. No phone calls, please.