

eCOM Executive Jobs in Dubai | AI Futtaim Careers

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Company: AI Futtaim

Location: , Dubai, United Arab Emirates

Category: other-general

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Job Responsibilities:

The JH is responsible for allocating the right stock from the different store locations to E-Com site based on orders received in web store. JH is responsible for informing brand managers for any SKU / articles that are Out of Stock.

Ensures that each item allocated for online orders are properly QC'd by the assigned technician before submitting for billing.

JH is responsible for doing the billing in Prism once approval is received, ensuring that articles are accurately billed at the price shown in the Shopify Order page.

JH ensures smooth operation in the e-commerce business by supervising order packing making certain that items placed inside the bags and the invoice generated match with the Order placed by customer. JH ensures the fulfilment of customers' orders via store pick-up or delivery service.

Job Requirements:

Bachelor Degree (Masters Preferred)

5-7 years' experience working in logistics, admin support role for e-commerce department

Proven ability to achieve goals.

Thinking and Analytical Skills.

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