

<https://flexopedia.net/job/e-commerce-specialist/>

## E-Commerce and Marketing Specialist (Full-time)

### Description

The E-Commerce & Marketing Specialist is responsible for the E-Commerce Market Place for Anyflexo OÜ including the Knowledge Website flexo-pedia for learning content.

### Responsibilities

#### Your opportunities as an E-Commerce & Marketing Specialist would be:

Controlling and running the E-Commerce Market Place operations

- Development and maintenance including site content management and full functionality of the site
- Handling of a smooth onboarding process of vendors and customers who are willing to join
- Ensuring continuous support of vendors and customers with their activities related to the E-Commerce Market Place
- Searching, establishing, coordinating and managing of fulfillment operations of warehouse inventory and vendor inventory

Controlling and running Operations of the Knowledge Website

- Development and maintenance, including site content management and full functionality of the site
- Planning, Searching, developing, managing and administration of content development with creative and suitable ideas, including blog posts
- Constant communication with business-related media partners, affiliates, companies and other agencies that could help in content creation or are interested to be associated

Content Management and Marketing:

- Looking after marketing, promotions, branding, and improving the overall performance with creative and suitable ideas
- Manage and work with partners, universities and printers to create content
- Monitoring, analysing the behaviour of visitors and customers and generating leads
- Dealing with persons interested in using the services and generating leads
- Creating and maintaining all the records and reports as well as fully analyzing the results used of improving the performance of the Content Marketing

### Hiring organization

Anyflexo OÜ

### Employment Type

Full-time

### Duration of employment

Unlimited contract

### Industry

Packaging and Printing Industry

### Job Location

Lõõtsa 2B, 11415, Tallinn, Harju County, Estonia

### Date posted

12/02/2024

### Your application

APPLY NOW

## **Requirements**

**You as an E-Commerce & Marketing Specialist should have skills and experience:**

- Bachelor degree in economics, marketing or equivalent apprenticeship with work experience or Master degree
- Strong marketing knowledge with solid understanding of an E-Commerce Market Place systems and website management
- Approximately 3 years marketing and website front end development experience
- Language skills in English (A2) and Estonian (A2)

It would be advantageous:

- Working self sufficient and rather independent in different cultures and industries
- Experience with yolkart and Apple products

## **Job Benefits**

**You as an E-Commerce & Marketing Specialist have good reasons to join us:**

- Working in a small team and possibility to grow
- Modern working environment
- Possibility to participate at conferences, events, trade fairs
- Specialty Coffee and water
- Daily lunches
- Sports compensation
- Public transportation
- 1Password Management System free family account

## **Contacts**

**I as an HR Manager will help you to get you on board:**

Sabrina Renz  
phone: +372 5593 7959  
e-mail: [jobs@anyflexo.com](mailto:jobs@anyflexo.com)