

Job Description

Job Title ポジション名	E-Commerce Specialist		
Job Holder 現担当者	N/N (未定)		
Business Unit / Department 本部	Sloggi	Department 所属部門	
Direct Reporting lines : 上長名・ポジション	E-commerce Manager	Functional line 機能上の上司	
Location/Site 勤務地	Country 国 Japan		
Number of direct reports 部下の数	0		
Type of Employment 雇用タイプ	100 % of FTE		

Created 作成日	2019/3/4	Reviewed 修正日	dd/month/year
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PURPOSE OF THE JOB ポジションの存在理由

This position is responsible for the launch of Japan Sloggi site working with Global team, on-going operation and maximize the business of the E-commerce site of Sloggi. This position is required for, Sales promotion planning of EC site, Management the web page, Operation of the e-mail magazine, merchandise management, inventory management, etc. Achieving sales budget through these activities

GENERAL DUTIES AND RESPONSIBILITIES 職務内容

- Plan and execute various sales promotion
- Build and modify data for E-com system eg. Product information
- Regular Reporting (Daily, Weekly, monthly)
- Stock control and Budget/Forecast control
- Invoice/payment management

KEY INTERFACES 重要な協働先

Internal key customers

- Distribution & Control Section
- Merchandising team
- Marketing Team
- Customer Service Team
- Information Technology Team

External key customers	Area of Interface
Web advertising agency	Internet advertisement
Web page production company	Web page creation

KEY PERFORMANCE INDICATORS (KPI) 業務評価指標

Please submit this form with comments, signature and together with the job description to the HR Department !

(ポジションのKPIは何か?)

Job Requirements 職務要件

PROFESSIONAL EXPERIENCE 専門分野での経験

Experience

Minimum 3 years of experience for:

- E-commerce operation
- Plan & Edit Digital contents and plan, operate and manage 3rd party for the action to increase demand eg. Online adv.
- Plan and execute sales promotion action not only by discount but also with different approach eg. Product package etc.
- Optional : Knowledge and experience of UI/UX, information structure planning. Direction of Design.

! Applicant should have experience with one or more of the following:

Company size - # of staff 50+

E-com sales size >=200M YEN

Annual Cost budget >=30M YEN

In case those experience are at E-com specialist company, min 2 years of experience is OK.

EDUCATION REQUIREMENTS 教育面での要件

University Degree

OTHER REQUIREMENTS その他要件

Can set effective KPI depends on purpose and action

Knowledge of basic web technology eg. Online Adv.

Based on the analysis on numbers, can judge the result, find out key element of success/failure and bring solution for improvement.

PERSONAL QUALITIES 人物要件

Self-driven to bring the project towards the target even under uncertain situation

Loves working with details

Experience outside E-com industry

Easy to adapt to the different culture, circumstances

NOTE

This Job Description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the on-going needs of the organization.

本JDがポジション要件のすべてではない。社員は、その他関連する職務を、組織のニーズに応じて実行することがある。

APPROVED BY

Title

SIGNED BY

Date

