https://tradestarexports.com/job/e-commerce-executive/

E-Commerce Executive

Description
We are seeking a proactive and detail-oriented E-Commerce Executive to manage and grow our online business operations. The candidate will be responsible for handling product listings, order processing, inventory coordination, customer support, and online marketplace management.

Responsibilities

Key Responsibilities

- Manage product listings on e-commerce platforms such as Amazon, Flipkart, Shopify, and company website
- Upload product images, descriptions, pricing, and stock updates
- Monitor and process daily online orders and returns
- Coordinate with warehouse/logistics teams for timely dispatch
- Handle customer inquiries and resolve complaints professionally
- Track sales performance and generate reports
- Support online promotions, discounts, and marketing campaigns
- Maintain accurate inventory records across platforms
- Analyze competitor pricing and market trends
- Ensure smooth day-to-day e-commerce operations.

Qualifications

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- Bachelor’s degree in Commerce, Business Administration, Marketing, or related field
- 1–3 years of experience in e-commerce or online sales preferred
- Freshers with relevant skills may also apply

Hiring organization
Trade Star Exports

Employment Type
Full-time

Industry
Home Decor & Textile

Job Location
H1-1256, Sitapura Industrial Area, Phase III, 302022, Jaipur, Rajasthan, India

Working Hours
9:30 to 5:30pm

Base Salary
₹ 18000 - ₹ 25000

Date posted
May 26, 2026