



<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

### Working Hours

9:30 to 5:30pm

### Base Salary

₹ 18000 - ₹ 25000

### Date posted

May 26, 2026