



OFoundation
Arkansasdreef 20, 3565 AR,
Utrecht, The Netherlands

OFoundation – E-Commerce Manager

We are a social enterprise that creates successful brands on online marketplaces.

We focus on retail brands that are active in online marketplaces like Amazon. If you join us, you will have a great opportunity to work with all our brands and on multiple projects.

We want passionate and self-driven individuals with a real strive for improving themselves – who will enjoy a dynamic and creative environment where they can try new things and be themselves.

Join us now to expand your skills, learn new ones, and work in a real work environment with a global outreach.

What does the internship include:

MANAGEMENT:

- Marketplace, strategy, management, forecasts, and results. These include short and long-term objectives, customer metrics, and overall performance. Develop reports and reporting formats.
- Oversee the day-to-day marketplace E-commerce operations, customer service, updates, post listings, promotions, merchandising, maintenance, and performance.
- Ensure that daily site maintenance is conducted; correcting product descriptions, product placement, new item posting, out-of-stock item removal, and functionality that meets and exceeds company expectations. This is a tactical job of maintenance of the site through Amazon and ChannelAdvisor.
- Reconciliation of marketplace listings.
- Develop time and action calendars with processes and procedures to ensure actions are successfully completed.
- Develop cost centre budgets for all phases of marketplace E-commerce.

- Manage relationships with digital agencies and external third parties in the marketplace world.
- Work on both the strategic and tactical level.

MERCHANDISING:

- Develop the merchandising strategy and check to ensure the site is well advertised according to company directives and standards as well as the update of merchandising based upon the needs of the business for products to look fresh, new, and push quarterly agendas.
- Plan and execute marketplace promotions to maximize growth.
- In conjunction with internal partners and outside agencies, the overarching digital merchandising, design, and marketing strategies and managing the execution and analysis of email marketing, affiliate programs, paid search, SEO, and other web-based marketing programs.
- Managing weekly inventory reports for marketplaces.
- Drill down into marketing channels and site performance metrics to explain variances of the business.
- Ensure marketplace copy and metadata are fully optimized to maximize traffic from search engines.
- Assist in SEO efforts including keyword research, site audits, page and site level optimization, link building, and competitive assessment.

BUYING:

- Develop and implement the assortment and inventory plan to match the sales plan. Work with other divisions to maximize the inventory.
- Provide ongoing strategic insights and recommendations of new marketplaces channels with growth plans.
- Replenishment and reorders
- Reporting daily sales
- Reporting weekly sales reports to management

What we offer you:

- The internship is 100 euro per month
- Erasmus+ grant (we are a registered Erasmus+ company and able to apply with your university)
- Unlimited courses about online marketing (exclusive paid cutting-edge training)

- Unlimited access to management and business books summaries
- Complete training about Amazon marketplaces
- Personally trained and coached by an experienced colleague
- Attending seminars/events related to your work
- An exciting environment to express your passion and talents, develop your skills
- An opportunity to contribute to a start-up company, grow personally and professionally
- You will be crucial in the expansion of our products
- A chance to set a goal for your personal development and tools to start your journey to self-actualization

What we expect:

- Ability and willingness to work under pressure
- Team player - online communication with the team on a daily basis
- Academic English writing skills
- Results-driven
- Enthusiastic to learn, improve and develop yourself personally
- A burning passion for online businesses & start-ups
- Have a pleasing personality and you are committed to taking responsibility.

Conditions:

- Flexible start date
- A 6–12 month internship
- All communication is done in English
- The language of Dutch, German, French, or Chinese is an advantage
- Full-time work, 40 hours a week

If you are interested, please send an email with your CV and motivational letter to internship@ofoundation.nl

For more information, check out our website: <https://ofoundation.nl/>

