



At **Bushtukah**, our mission is simple: to provide our customers with quality outdoor gear and unparalleled service to help maximize their enjoyment while participating in their outdoor activities. Providing our customers with a great experience every time they walk through our doors is our goal and our staff make that happen.

Job Title: E-Commerce Administrator (Full time)

The Job: The **E-Commerce Administrator** assists with the maintenance of product content on our website and in the fulfillment of online orders in a timely manner. Provides quality, efficient and professional online support to our customers and staff. The E-Commerce Administrator reports to the E-Commerce Manager and works at our Distribution Centre.

Key responsibilities:

- Adding/Removing product content to our website to reflect in-stock items and accurate pricing.
- Processing incoming web orders in a timely and efficient manner.
- Inventory management for online content.
- Liaise with internal resources regarding the day-to-day management of our website.
- Day to day shipping and logistics management.
- Customer communication by phone/email.
- Assisting in other areas of the company as needed.
- Accepting that the requirements of the role may evolve as we transition to Shopify.

To be successful in this role, you'll need:

- Strong computer/technology skills; proficiency using software (Adobe, Office, Ascend, SmartEtailng) with an aptitude for learning new programs.
- Excellent organizational skills and ability to multi-task.
- Strong communication skills, both written and verbal.
- Ability to work in a team environment.
- Ability to work in a fast-paced environment.

Please submit a resume and cover letter to employment@bushtukah.com. **Be sure to indicate why you would make a good addition to our team.**

At Bushtukah, we are committed to fostering an inclusive, accessible environment, where all employees and customers feel valued, respected and supported. We are committed to providing employment in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity, please advise if you require accommodation.