



JOB DESCRIPTION

Website / E-Commerce Admin Full/Part-Time

Here's what you need to know:

You're the one who is in charge of putting our best foot forward. The website is often customer's first point of contact with our store, and most frequent source for fast information. This position is responsible for ensuring that every shopper gets the same kind of quality service when scrolling through our website as they do at our storefront.

Do you have a creative eye for making things look nice? Do you like putting words together that communicate information effectively while also enticing someone to keep reading? Do you have an eye for detail and displaying things in such a way that makes sense? Do you like working independently on specific tasks? Then this position is for you.

Here's what we're looking for:

Must be eager to learn and capable of problem solving.

This job will keep you on your toes! You will need to troubleshoot arising challenges by communicating with our e-commerce support team, and developing creative solutions.

Experience in graphics creation is useful, but not necessary.

You will be creating banners for our homepage and mailers, as well as developing information pages for our website as needed. This requires a creative eye for aesthetics, and ability to collaborate with management. You will be trained on systems used in house.

Must be efficient and self-motivated.

Much of the work is done independently, and you will be in charge of finding projects to work on when regular tasks are complete.

Must have proficient grammar, and writing skills.

This skill is necessary, as you will be responsible for presenting our store's image in such a way that makes sense to viewers and is easy to read.

Must have proficient computer skills. Experience with website optimization is preferred, but not necessary.

Part of the job will be uploading product to the website and navigating back-end operations involved with product syncing and inventory communication. Having a basic understanding of database functioning is helpful, but you will be trained specifically on the systems used in house. Ability to operate a computer is necessary.

Experience processing online sales is preferred, but not necessary.

You will also assist in daily processing online orders that come through, so experience in this area is helpful, but not necessary as you will be trained on our in house systems.

Knowledge of bikes is useful, but not necessary.

We sell bikes, so understanding bikes can only assist with this job! Training will be offered as needed, but having an interest in getting outside is a definite bonus.

Here's what you'll be responsible for:

- Uploading product to our website.
- Processing online orders.
- Developing home page banners and information pages.
- Troubleshooting problems with our website and contacting e-commerce support.
- Maintaining online inventory and looking for ways to improve.
- Working with our shipper/receiver to stay on top of incoming orders.

Woodcock Cycle Works offers competitive wages and a generous employee discount program. Become a part of our great team by sending a cover letter and resume to: info@woodcockcycle.com.