

E-Commerce Administrator – 20 hours

We are looking for an enthusiastic and hardworking **E-Commerce Administrator** to join our successful and growing team.

Responsible for carrying out marketing and communication activities for retail products to ensure that they perform to their full potential, you will be working closely with the retail manager to complete a range of e-commerce and marketing tasks.

On a weekly basis, you will:

- Assist with the maintenance of the company's paid marketing activities, including:
 - Google Ad Words
 - Bing ads
 - Paid social media marketing
- Monitor competitor's pricing to enable us to actively target growth
- Assist with the creation of marketing content, campaigns and strategies, including:
 - On site marketing
 - Social marketing
 - Offline marketing
- Assist with the growth and maintenance of our retail offering

In order to be successful, you must have a good level of spoken English and a good standard of written English and literacy. You must have the ability to work 20 hours per week, flexibly, within our business hours of 08:30 – 17:00, Monday to Friday. Whilst all relevant training will be provided, the following skills are desirable:

- Previous experience with Google Ad Words and Google Analytics
- Previous experience with Bing Ads
- Proficiency in a European language (not essential)
- Previous experience of trading platforms such as Amazon, Rakuten and eBay
- Previous experience with creating marketing campaigns
- Previous experience with managing social media accounts for business

To apply for this role, please send your CV, along with a covering letter outlining why you are a suitable candidate to: recruitment@firedupcorporation.com

Fired Up Corporation manufactures and sells lifestyle products to the home and the hospitality industries. With four product brands selling through multiple distribution channels, we ensure that we deliver exceptional value to our customers worldwide. Our head office, manufacturing sites and distribution hub are based in Huddersfield, West Yorkshire; and we also have operating bases in China and the USA.