

Venezuela Jobs Expertini®

Ecommerce General Manager - Virtual Assistant WFH

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Company: Remote VA PH

Location: Venezuela

Category: arts-design-entertainment-sports-and-media

Hello, General Managers! We are looking for a talented individual to join our team in a multifaceted role. The company is a monthly subscription service for reproductions of historical letters and documents. Each letter comes with a separate document explaining the context of the letter including its author, recipient, and relevance to the events of its time, as well as a transcription when necessary. History By Mail makes an excellent gift for history buffs of all shapes and sizes. Our team of history enthusiasts works with archivists to select fascinating documents from the world's best archives and obtain the rights to use each document. A team of graphic designers then creates replicas which are delivered to subscribers on high-quality paper along with a context document.

About the role: We are seeking a visionary and analytical General Manager to lead our e-commerce operations. The ideal candidate will have a proven track record of executive leadership, a deep understanding of online retail, and the ability to drive strategic growth initiatives. This is an exciting full-time role. We are actively seeking talented candidates. Working hours will be from Monday to Friday from 9 am - 5 pm EST.

Requirements:

- Bachelor's degree in business, marketing, or a related field (MBA preferred).
- Proven experience in e-commerce management or executive leadership roles.
- Proficiency in project management software and basic project management skills.
- Ability to perform day-to-day tasks in various staff positions, including customer service, order fulfillment, SEO, website updates, and more, to provide support when needed.
- Strong leadership and team management skills.
- Exceptional strategic thinking and problem-solving abilities.
- Proficiency in e-commerce platforms, analytics tools, and digital marketing.
- Excellent communication and interpersonal skills.
- Financial

acumen and budget management experience. ● Knowledge of e-commerce regulations and best practices. ● Entrepreneurial mindset with a passion for innovation. ● Visionary leadership with the ability to inspire and motivate teams. www.HistoryByMail.com

Responsibilities: ● Set the company's overall strategic direction and long-term vision, aligning it with the e-commerce industry's evolving landscape and market trends. ● Utilize project management software and apply basic project management skills effectively. ● Demonstrate the ability to assume day-to-day staff roles, including customer service, order fulfillment, SEO, website updates, and more, when necessary to support the team. ● Recruit, mentor, and lead a high-performing executive team and provide guidance to all within the organization. ● Oversee financial planning, budgeting, and forecasting. Ensure the company's financial health by managing revenue growth, cost controls, and profitability. ● Develop and execute strategies to expand market share, explore new markets, and identify growth opportunities, both domestically and internationally. ● Instill a customer-first culture within the organization, emphasizing exceptional customer experiences and satisfaction. ● Drive innovation through the adoption of cutting-edge technologies and digital solutions, enhancing the company's e-commerce capabilities. ● Foster strategic partnerships, collaborations, and alliances with key industry players, suppliers, and partners to drive business growth and innovation. ● Ensure the company's e-commerce operations comply with all relevant regulations and security standards, safeguarding customer data and privacy. ● Utilize data analytics and insights to inform strategic decisions, track performance metrics, and identify areas for continuous improvement. ● Maintain transparent and effective communication with investors, board members, and other stakeholders, providing regular updates on company performance.

Benefits: ● Work with an existing talented team ● Completely remote and flexible schedule ● Location independence ● You'll be joining a high-level and fast-paced team, working with exciting projects

Please note that you'll be joining a fast-paced and high-achieving team. You'll be held to high expectations and challenged. And you'll also be supported in your growth in this role professionally as well as personally. If this sounds interesting to you, please proceed with the application. For any further details or inquiries, please reach out to the recruitment team, as they oversee all our hiring procedures. Thanks and I look forward to hearing from you! Powered by JazzHR

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