

DIBA IMPORTS, LP

POSITION DESCRIPTION

JOB TITLE: Website Fulfillment Coordinator
DEPARTMENT: Business-to-Consumer Sales (B2C)
HOURS: Mon-Thu 8am-5:30pm, Fri 8am-2pm
PAY/BENEFITS: Hourly, Full Benefits
LOCATION: Earth City, MO

MAJOR ACCOUNTABILITIES:

Managing and executing a growing internet fulfillment operation with accuracy, enthusiasm and timeliness. You will receive and process fashion footwear products for women and men, while maintaining accurate inventory counts. Processing orders, running sales reports, and updating websites are daily activities to ensure fulfillment demands are met.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Processing daily orders – picking orders, verifying addresses, printing shipping labels, and boxing orders
- Preparing daily reports
- Updating available inventory on websites
- Assisting customers in person, by email and over the phone
- Developing and implementing online promotions
- Assisting with marketing efforts for B2C sales

SKILLS:

- Organized and accurate – with attention to detail
- Enthusiastic and diligent with your work
- Ability to use, learn, and improve procedures
- Ability to use or learn Microsoft Office and Microsoft Dynamics GP
- Must have a general understanding of shipping software
- Friendly and clear communication