

## Virtual Shopify Store Operations Specialist

We are in search of a diligent and proactive Online Store Operations Specialist to join our team. This role requires a self-starter with a strong willingness to learn and the capacity to research complex topics as needed. You will be responsible for managing various tasks, and ensuring the smooth and efficient operations of our two Shopify online stores. The candidate must be able to commit to a 40-hour work week, with a requirement the work day align with standard US East Coast business hours.

### Responsibilities:

Manage daily operations of the Shopify online stores, including but not limited to order processing, inventory management, product listing updates, building or modifying store pages, and creating or updating blog content.

Collaborate with team members to facilitate smooth operations.

Resolve operational issues by creating and implementing effective solutions.

Maintain the accuracy of all online content.

Analyze store performance, generate reports, and contribute to business development strategies.

Act as the main point of contact with suppliers, managing relationships and negotiating contracts.

Stay up-to-date with market trends, competitor activities, and relevant e-commerce best practices.

Show initiative in learning new tools, technologies, and operational methods.

Conduct in-depth research into complex topics as required.

### Qualifications:

- Excellent communication skills, both written and verbal, in English.
- Minimum two years experience with Shopify
- Minimum two years experience with Google Sheets
- Strong problem-solving skills with a 'can-do' attitude.
- Ability to work independently, prioritize tasks, and meet deadlines.
- Proven ability to work collaboratively in a team environment.
- A self-starter with a willingness to learn new tools and systems.
- Familiarity with US East Coast business hours.

### How to Apply:

If you'd like to apply for this position, please complete the form at the following link:

Please note all applications not sent via the form will be ignored.

[forms.gle/5fFhgb9Sc6nK92SX7](https://forms.gle/5fFhgb9Sc6nK92SX7)

This is an excellent opportunity to join a growing company and work with a dynamic team. Please note, in the application you'll be asked your age, please enter 'Green' for

this field. If you have a passion for ecommerce and are interested in **Store Type**, we encourage you to apply.

Please take the 'Basic' and 'Intermediate' projects from the form below and paste the SHARED link below.

[Google Sheet Test](https://www.spreadsheetclass.com/google-sheets-skills-test) (https://www.spreadsheetclass.com/google-sheets-skills-test)