



Online Store Manager

- We are a miniature tabletop games manufacturer looking for an Online Store Manager to join our offices in Larnaca, Cyprus.

Duties and Responsibilities:

- Responsible for the update and maintenance of the webstore, including store housekeeping, administrative duties, stock levels, price changes, etc.
- Process daily orders and responsible for the sales and profits of the e-store.
- Liaise with logistics companies, suppliers and manufacturers to maintain updated appropriate stock levels using our e-commerce system.
- Ensure all orders are properly documented and released for timely delivery.
- Provide exceptional customer service and resolve customer problems or complaints by determining optimal solutions.

Education and Training Requirements: A University degree in Economics, Business Administration or Marketing is desired. Excellent SEO skills are necessary.

The candidate must be self-motivated and results-oriented with a good eye for detail.

Experience: 7+ years of online/store management experience.

Salary: Salary scale commensurate with experience and skills.

Are you interested?

Please send us your CV and a letter of motivation to jobs@para-bellum.com.

This is a full-time position (100%) based in Larnaca, Cyprus.

Deadline: We will be reviewing applications on a rolling basis until 18 November.

Only short-listed candidates will be contacted for an interview.