



## E-Commerce Officer

Marco Holdings Berhad

### JOB DESCRIPTION

#### Responsibilities:

- To work closely with all major E-Commerce Service Providers and their teams.
- Assist in liaising with designers and respective departments/vendors to ensure effective E-Commerce Management in place.
- Data entry & manage E-Commerce daily sales operation.

#### Requirements:

- Diploma holder in Marketing, Business Studies/ Management or related discipline.
- At least 1 year working experience in E-Commerce.
- Preferably experience in managing digital marketing will be an added advantage (FB, Instagram, WeChat, Line and etc).
- Passionate in the use of SEO, Social Media and popular networking from internet to generate sales growth.
- Possess creative marketing talent, good communication, interpersonal and presentation skills.