



Job Title: Ecommerce & Marketing Assistant

Reporting to: Brand Manager

Role overview: To provide assistance in all areas of marketing, social media and ecommerce. Actively run the social media accounts and keep the ecommerce site up to date, publishing new products, monitoring performance and reporting on sales.

Key Responsibilities:

- Monitor competitor trends/activities.
- Work with the brand manager to develop & implement marketing strategies.
- Report to the brand manager with weekly updates.
- Monitor how ecommerce experience is delivered & received.
- Update ecommerce site with new products & stock management.
- Liaise with dropship suppliers & warehouse team to ensure orders are fulfilled in a timely manner.
- Regularly post on the RGI social platforms promoting the brand in a positive way.
- Monitor social platform performance.
- Design problem/solution mentality.
- Assist the brand manager with ad hoc marketing tasks.
- Diary management & organization.
- Competitive Salary.

Other role considerations:

- IT Literate
- Competent user of Microsoft packages
- Previous experience with Wordpress a bonus