Introduction: You will be responsible for handling a variety of tasks related to E-commerce businesses.

Candidate Profile:

1. 5 Days Week.
2. Computer Proficiency: Very Good required for:
    1. MS Office
    2. Internet browsing
    3. Good with MS Excel (Preferred)
    4. Google Sheets (Preferred)
3. Qualification:
    1. Minimum Graduate
    2. Computer certifications preferred
4. Should possess good communication skills.
5. 0 -2 years of experience is preferred.
6. Freshers welcome.
7. Detail oriented person.
8. No. of positions: 5 (Location Preference - only for Tricity, Haryana and HP).

Salary:

1. Under Training Stipend (In-hand): 12,000 per month.
2. Post-Training Minimum Salary (Gross): 15,000 per month.

Task Profile:

1. Collating the data in Excel sheets & preparing reports out of them.
2. Analyzing these reports & then sending these daily/ weekly/ monthly reports to the concerned persons via mails or other platforms.
3. Pulling out the data from different sources (for example Amazon.com, E-commerce websites, etc)
4. Back-end settings of various E-commerce sales channels.
5. Researching and solving problems assigned to you.

NOTE: This is a brief & may not be an exhaustive overview of the tasks. This list may be expanded or contracted with due intimation to the incumbent.

Training:

-   You will undergo training for 2-3 months for being trained in various aspects of this profile.
-   This training will consist of self-training, classroom training as well as on-job training.
-   This training will conclude after the completion of 2-3 months from the month of joining or maybe much earlier or later as well depending upon your in-training performance.

I have read & acknowledged the above-mentioned Scope of Work – cum – Job Description document.

Name: Sign: Date: