



## Walk-In Interviews

Committed to a Welcoming & Diverse Workplace

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## SPOC (Onsite) – Retail & E-Commerce

Location: Mumbai (Vikhroli)

<b>Experience</b> Minimum 1-2 years' experience working in e-commerce sector (Back-Office) with good knowledge of Excel and Advance Excel.	<b>Work Level</b> Experience	<b>Employee Type</b> Full Time	<b>Positions</b> 2(Two)
<b>Qualifications:</b> Graduation in any field.			

### What are we looking for?

- Candidate should have minimum 1-2 years' experience working in e-commerce sector. Should willing to work under pressure, positive attitude, team working attitude.

### Role and Responsibility

- End-to-end Seller co-ordination for listing details.
- All sorts of query resolutions with respect to product listings.
- Performing Quality Checks for uploaded products – this would include both pre-upload and post upload checks.
- Aligning team members on daily/weekly priorities and monitoring the received output.
- Maintaining internal trackers & updating daily/weekly status.
- Coordination with tech team on technical issues. (Ex- If size chart is not reflecting on PDP etc.)

### Technical / Software Skill sets

- Professional Communication.
- Computer skills.
- People & Time Management.
- Leadership & Collaboration skills.
- Problem-solving skills.



## Behavioural Skills:

- Professional Communication.
- Computer skills.
- People & Time Management.
- Leadership & Collaboration skills.
- Problem-solving skills.

Interested candidates, please visit to [Walk-In section](#) on Amrutsoftware.com the and submit your application



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