

Administrative Assistant (E-Commerce)



Position Description

We have an immediate need for an Administrative Assistant to join our growing e-commerce team. The ideal candidate possesses excellent written and verbal communication skills, MS Office Suite proficiency, a polished and professional appearance, and the ability to multi task effectively. If you are a quick learner, can work independently as well as in a team setting, and are seeking a long-term administrative position, you may be a good fit for our e-commerce team.

Title Administrative Assistant **Location** Northbrook, IL

Company

EmbroideryDesigns.com is determined to be consumers' top resource for high-quality commercial and home embroidery designs and products. Our mission is to provide embroiderers with a way to shop for great values from the convenience of their computers. We value and use our customers' feedback in our planning for future development and improvements. If you feel that you can embrace these qualities and can contribute to our growing team, please apply online.

Job Responsibilities

- Read and respond to customer messages and troubleshoot design issues
- Manage the uploading of images to external sites
- Apply and adjust images to fit multiple products
- Use best judgment to adjust keywords/tags, product categorization, and audience
- Write image name and descriptive text
- Review and suggest updates to system as needed

Qualifications

- Professional and dependable with a positive attitude
- Ability to multi-task in a fast-paced environment
- Strong planning and organizational skills
- Strong interpersonal and communication skills
- Basic knowledge of personal computer software concepts
- Intermediate proficiency with MS Word
- Knowledge of grammar, spelling, and punctuation

How To Apply

- Visit careers.embroiderydesigns.com, fill out the form and attach your resume.

Contact Embroidery Designs

Elizabeth Oliva

Embroidery Designs
3400 Dundee Road, Suite 180
Northbrook, IL 60062

P 847-897-1765

F 847-897-1764

eoliva@embroiderydesigns.com

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