

Amazon Account Manager

(Company Introduction & Description)

This is a complex, fast paced and rewarding position. This role will require the ability to manage multiple tasks and work with various parties involved in a complex and rapidly changing environment while maintaining outstanding relationships with both the client and Amazon.

Responsibilities

- Maintenance and strategies related to our vendor partners' online presence, including inventory & sales analysis, merchandising, content, and accuracy of online data
- Client interface via email and phone
- Problem solving for vendor partners and Amazon
- Creating and analyzing complex sales and inventory reports
- Building and reporting on promotional strategies
- Developing and executing quarterly and annual plans related to marketing, sales and inventory management
- Coordination with (COMPANY NAME) advertising team to develop strategy and analyze results
- Coordination with and management of internal teams and resources

Essential Skills

- Proficiency with Microsoft Office programs, especially Excel
- Strong analytical capabilities
Excellent oral and written communication skills, including strong attention to detail and proofreading skills
- A strong client service mindset
- Must be comfortable with change and ambiguity
- Ability to multitask, prioritize and manage many ongoing projects at once
- Excellent organizational skills
- Self-motivation with the ability to take initiative in a challenging, fast-paced environment
- Team player
- Ability to assume responsibility and work independently with little or no supervision
- Adept at learning new software programs and tools

Required Experience

- eCommerce Account management for agency or in house brand

- Experience working for, or partnering with Amazon
- Online sales and marketing