Electronic commerce (e-commerce) sales coordinator

Job ID
50587

M.A.Y. Cosmetics Inc.

VIEW THIS JOB ONLINE: https://mail.newcomersjobs.com/jobs/50587

LOCATION	DATE POSTED	EXPIRY DATE
101 Planchet Rd Concord, ON L4K 2C6, Concord, ON | Ontario	25-06-2026	22-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD $58,500 to $68,250 annually (To be negotiated)	1 year to less than 2 years	College/CEGEP

Job Details

Electronic commerce (e-commerce) sales coordinator

Employer details - M.A.Y. Cosmetics Inc.

Job details

Location

Concord, ON L4K 2C6

Work location - On site

Salary - CAD $58,500 to $68,250 annually (To be negotiated) / 30 to 35 hours per week

Terms of employment - Permanent employment, Full time

Starts as soon as possible

1 vacancy

Overview

Languages

English

Education

College/CEGEP

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Develop communication strategies

Implement communication strategies and programs

Oversee the preparation of public written material

Prepare written material such as reports, briefs, website content

Supervise professional and support staff and students

Train staff

Write speeches, presentations and press releases

Respond to enquiries from members of the business community concerning development opportunities

Conduct surveys and analyze data on the buying habits and preferences of wholesale and retail consumers

Conduct comparative research on marketing strategies for industrial and commercial products

Act as spokesperson for an organization

Advise clients on advertising or sales promotion strategies

Answer written and oral inquiries

Assist in the preparation of brochures, reports, newsletters and other material

Co-ordinate special publicity events and promotions

Conduct public opinion and attitude surveys

Gather, research and prepare communications material

Conduct social or economic surveys on local, regional, or international areas to assess development of potential and future trends

Review and evaluate commercial or industrial development proposals

Evaluate customer service and store environments

Conduct online marketing, E-commerce and Website promotions

Develop marketing strategies

Experience and specialization

Computer and technology knowledge

MS Office

Adobe Photoshop

Additional information

Work conditions and physical capabilities

Work under pressure

Tight deadlines

Fast-paced environment

Attention to detail

Personal suitability

Client focus

Efficient interpersonal skills

Judgement
Organized
Team player
Reliability
Integrity

Who can apply for this job?
You can apply if you are:

a Canadian citizen
a permanent resident of Canada
a temporary resident of Canada with a valid work permit
Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply
By Direct Apply - Applying by Direct Apply

Additional ways to apply

By mail
101 Planchet Rd
Concord, ON
L4K 2C6

By email: maycosmetics_hiring@outlook.com

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