



Training & Placement Cell

Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE

Date - May 27, 2022

NOTICE

Subject: Job Opportunity at MMF Infotech Tech. P. Ltd. Indore



Name of the Company	-	MMF Infotech Technologies Pvt. Ltd. Indore
Post	-	E-Commerce Executive
Working	-	In both Day & Night Shifts
Qualification	-	BBA/MBA/PGDM/BCA/BE/MCA/MBDA
Knowledge	-	sound knowledge of MS Word, MS Excel and E-mail correspondence.

Fluency in English communication would be considered a major plus point.

Roles & Responsibilities:

- Maintaining the product listings on Amazon, Walmart, Etsy, eBay, etc.
- Managing reputed E-commerce sellers/vendors of USA, UK and European region.
- Handling the entire inventory, catalogue, accounts for International clients and brand filtering their accounts on various E-Commerce platforms.
- Diligently providing daily and weekly sales activity report to the managers.
- Conducting research and analysing ways for keyword expansion, keyword research for the online products.
- Managing seller and buyer grievances on various E-Commerce portals.
- Ensuring great customer experience on all the product listings on all the current online platforms.
- Properly understanding the client's entire business and solving all the related queries on mails, chat or phone.

Those who are interested and fulfilling above mentioned job profile are requested to submit CVs with Training & Placement Cell.

Copy to:

- Vice –Chancellor
- Pro Vice-Chancellor
- Registrar
- Group Director – Placement
- Concerned Principal/s
- To be displayed on Concerned Notice Boards

ANIL MISHRA
(Training & Placement Officer)
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