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# Example of E-Commerce Manager Job Description

Our growing company is searching for experienced candidates for the position of e-commerce manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for e-commerce manager

* Coordinating and project managing various teams, including external consulting partners, to assure governance and standard processes are followed, and support effective scaling up of the personalization program
* Working both independently and collaboratively with cross functional teams to develop clear and measurable business actions
* Analyzing sales data and digital metrics to make recommendations about products and categories as it relates to personalized recommendations
* Ensuring timely and accurate implementation of approved personalization strategies/improvements
* Presenting findings in a meaningful and actionable method to core business teams across the business
* Supporting Artist Arena and D2C E-Commerce production teams with the strategic and creative
* Drafting and posting timely/creative artist site content, contests and email campaigns
* Helping create and market exclusive fan club merchandise items with band management/label/vendor
* Creation of marketing campaigns, with an emphasis on digital, for artists during all cycles of their career
* Maintaining knowledge and familiarity of company's roster of clients

## Qualifications for e-commerce manager

* Bachelor's degree in Interactive Marketing or related fields
* Strong experience working with high volume business-to-consumer e-Commerce sites
* Dynamic, entrepreneurial personality with the ability to manage multiple tasks with good organization and prioritization skills
* Solid Understanding of digital solutions (e-commerce, mobile) to assist in achieving Digital department goals and objectives
* Engaging fan communities in accordance with an artist's brand
* Strong attention to detail, particularly in terms of reporting and content creation