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# Example of E-Commerce Manager Job Description

Our growing company is looking to fill the role of e-commerce manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for e-commerce manager

* Ensure customer returns are received and processed in a timely manner
* Manage merchandise flow in and out of warehouse
* Maintain schedules and budgets based on demand
* Evaluate department efficiencies on a continued basis
* Maintain technical proficiency in all department utilized systems
* Delegate to supervisors, monitor individual productivity, provide constructive feedback
* Provide leadership by example, manage personnel and HR issues and develop and train subordinates
* Implement directives, enforce standards and operating procedures and provide QA/QC
* Provide reporting, monitor ecommerce flows, address errors and conduct trouble shooting exercises
* Liaise with the following, but not limited to, store operations, buying office, senior management, inventory control, internal technologies, customer service and financing

## Qualifications for e-commerce manager

* Providing budgetary estimates
* Diverse technical experience across different technical stacks
* Must have project management skills with the ability to coordinate cross-functional team communication
* Warehouse/ecommerce/.dom experience
* Ability to communicate with staff and business areas effectively
* Ability to articulate thoughts and ideas clearly and effectively in both written and verbal communications