

**T H E P O S T E R
C L U B**

E-commerce Assistant (student part-time)

For our office in Copenhagen we are looking for an E-commerce Assistant to join our team.

The position covers a wide range of tasks within e-commerce and online marketing, but with primary focus on maintaining and optimizing our webshop.

On an operational level, this means updating our website with new product uploads, in form of writing relevant and SEO friendly product texts, but also assisting with rolling out new features and updates on our website, in collaboration with our external development team.

You will be working closely with our PR and Communications Manager when we plan campaigns or launch new collections, and you will also be the primary contact person for the two online marketing agencies that we work with, assisting in the optimization of our paid advertisement campaigns.

Other tasks will include working on customer surveys, setting up e-mail automations and so on.

Depending on your profile and qualifications, the position can also include more in-depth analytics, working with GA and other e-commerce tools to identify specific improvement areas.

Your main responsibilities and tasks:

- Adding new products to our website
- Coordinating campaigns and product launches with the rest of the team
- Assisting in optimizing our paid advertising
- Ad-hoc assignments within online marketing

Skills and Qualifications:

- Well structured and quality focused
- Interest in e-commerce and online marketing
- Excellently spoken and written English
- Speaks and writes Danish
- Experience with Photoshop and the Adobe software is an advantage but not required
- Experience with Google Analytics is an advantage but not required

Relevant experience is not necessary to apply for this position. The role can be adjusted to meet the qualifications of the right applicant. Most importantly you should be passionate about working with e-commerce and have a keen interest for interior, art and design.

We offer you:

- A fun and relaxed working environment
- Good office facilities and great coffee
- Flexible working hours
- The chance to join a fast growing company with good opportunities for personal development and increased responsibilities along the way.

About us

Established in Copenhagen in 2014, THE POSTER CLUB has become internationally renowned as one of the leading places to source high quality affordable art prints and posters. Most of the art prints are exclusive collaborations with various artists, designers and photographers. Today THE POSTER CLUB is also selling its own curated collection of art prints worldwide both through their own website and selected retailers in more than 30 countries around the world. More info at theposterclub.com

This position is a student part-time job and will mainly be carried out from our Copenhagen office. The working hours will be approximately 10-15 hours a week, with flexible working hours. Salary will be based on qualifications. Please send us your cover letter, CV and a current photo by e-mail to: job@theposterclub.com with the subject "E-commerce Coordinator".

Application deadline is September 30, 2019.

Start date: As soon as possible.

Applications can be submitted in both Danish and English.

If you wish to know more about this position or have any questions feel free to contact Thomas Nissen on thomas@theposterclub.com or phone +45 26715126.