

Ecommerce Manager – Job Description Summary

Assist in the development and implementation of ecommerce projects for the company. Responsible for project management and administration of these projects. Assist in the definition and management of the project scope, determines project goals and outcomes, assemble and validate technology and capital resources, and measure and report performance. Determine methods and resources needed to achieve project goals, and develop a detailed work (project) plan, which includes definition, scope, staffing and financial resource allocation, priorities and target dates. Monitor progress and ensure timelines are met. Meets with key internal contacts and externally with vendors and suppliers as needed to identify options for management evaluation. Identifies and prioritizes issues for management visibility. Gather and synthesize information and perform research and analysis on project issues. Ensure adequacy of internal and external assessment. Must be able to work effectively with cross functional groups and participate in a problem-solving process. Demonstrated ability to think creatively, ability to facilitate and lead teams effectively. Must be able to react and resolve issues effectively and timely. Demonstrated strong interpersonal, project management and leadership skills. Strong business analyst and project management skills are essential.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Supervisory responsibilities
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Physical demands
- Work environment
- Mental demands