

JOB OPPORTUNITY

E-COMMERCE OPERATION EXECUTIVE (SHOPEE / LAZADA)



Type of Vacancy : Full Time

Preferred education level (s) : Diploma, Degree

Preferred Major (s): Art & Design, Mass communication

Organization details :

Company : Viskou Technology Sdn Bhd
Website : <https://viskou.my/>
Address : 41, Jalan Harimau Tarum, Taman Abad, 80250 Johor Bahru, Johor Darul Ta'zim

Job Responsibility :

- 1) Manage and maintain the company's existing e-commerce platforms, including Shopee, Lazada, and other third-party marketplaces when necessary
- 2) Fresh graduates with strong interest are welcome.
- 3) Upload, update, and maintain product listings, including pricing, inventory, descriptions, and images
- 4) Planning and executing online promotions, campaigns, and marketing activities
- 5) Coordinate online order processing and collaborate closely with the Warehouse and After-Sales Service teams to ensure smooth order fulfillment.
- 6) Monitor platform performance and prepare basic reports on traffic, conversion, and sales
- 7) Handle online customer inquiries and provide basic after-sales support

Job Requirements and Qualifications :

- 1) Diploma or above in E-commerce, Marketing, or related fields
- 2) Relevant experience in e-commerce or online operations is an advantage
- 3) Basic computer skills and familiarity with e-commerce platforms
- 4) Good communication skills, attention to detail, and a strong sense of responsibility

Benefits :

- ✓ monthly KPI bonuses
- ✓ Allowances (medical, transportation, etc)
- ✓ professional in-house employee training

Person-in-charge :

Name : Sunny
Contact No. : +65-8067 0870
Email : hrs@viskou.com



诚聘

1. 平面设计 (JB)

- 具备平面设计背景，欢迎应届毕业生
- 能以中英文沟通
- 底薪RM3,000-RM4,000
- 5天工作制

2. 技术支持工程师 (JB)

- 具备工程师背景，欢迎应届毕业生
- 能以中英文沟通
- 底薪RM3,200-RM4,200
- 5天工作制

3. 电商运营专员 (JB)

- 4. 具备电商经验，欢迎应届毕业生
- 5. 能以中英文沟通
- 6. 底薪RM3,000-RM4,000
- 7. 5天工作制

员工福利:

- 每月KPI，丰厚销售奖励
- 各项津贴（医疗，交通等等）
- 提供专业内部员工培训



Job Application

