

E-COMMERCE ADMINISTRATOR

An independent family-run distributor of medical products and chemist sundry lines to the UK independent pharmacy market based in Enfield, London.

The company has an exciting new opportunity to work in an E-Commerce role in which the successful applicant would form part of a very friendly and highly ambitious team within a fast moving and dynamic small business environment. A competitive salary together with a generous benefits package is available to the successful applicant.

JOB SPECIFICATION:

Job Title: E-COMMERCE ADMINISTRATOR
Reporting to: E-COMMERCE LEAD
Location: NORTHGATE BUSINESS CENTRE, ENFIELD, LONDON EN1 1TG
Start Date: JUNE 2026
Hours: 8.30am – 5.30pm > MONDAY – FRIDAY ***Part-time role to be considered*
Salary: £30,000 (Gross) p.a. & Annual Bonus / Benefits Package
Applications: *To be made to Jonathan.cohen@barnethomes.org*

This is a key role within the company's E-Commerce Department and consists of day-to-day involvement in the strategic activities of the business as a whole. The successful applicant would work in close co-operation of the company's management team with the position consisting of the following key areas of responsibility:

Amazon FBA/FBM:

- Provide support for all aspects of the Amazon Seller Central account
- Conduct product and competitor research
- Create and optimize product listings (SEO, images, descriptions, A+ content)
- Monitor inventory, restock planning, and FBA shipments
- Track sales performance and prepare regular reports
- Ensure compliance with Amazon policies and handle any listing issues

Fortuna E-Commerce Website:

- Provide support with product listings, content, and collections
- Optimise website for conversions and user experience
- Coordinate promotions, discount codes, and marketing campaigns
- Monitor website analytics
- Ensure smooth order processing and customer communication
- Identify and implement opportunities for website growth

Requirements:

- Proven experience in Amazon FBA/FBM administration
- Strong understanding of SEO, product listing optimisation, and PPC
- Research tools (Helium10, Google Analytics, etc.)
- Strong analytical and problem-solving skills
- Ability to work independently and manage multiple tasks
- Graphic design or content creation skills (bonus)
- Experience launching products or scaling e-commerce brands (bonus)
- If you feel that you would be successful in this role then please e-mail your CV, together with a covering letter with details of your current and expected package to: **Jonathan.cohen@barnethomes.org**