

# AP3MI

<https://www.ap3mi.org/job/e-commerce-officer/>

## E-Commerce Officer

### Description

#### PENGUMUMAN :

- **PT Surya Dermato Medica Labs tidak pernah memungut biaya apapun dalam proses rekrutmen.**
- **PT Surya Dermato Medica Labs tidak pernah bekerja sama dengan travel agent / biro perjalanan tertentu dalam proses rekrutmen.**
- **Apabila Anda diminta untuk membayar sejumlah uang dalam bentuk pembayaran tiket pesawat dan hotel atau akomodasi lainnya agar diabaikan.**
- **Jangan memberikan data pribadi atau data keuangan Anda kepada siapapun.**
- **Jika membutuhkan klarifikasi lebih lanjut dapat langsung menghubungi PT Surya Dermato Medica Labs**

Established since May, 5th 1982, in the city of Surabaya, in the province of East Java, in Indonesia, PT. Surya Dermato Medica Laboratories (PT. SDM) aim to supply a good dermatologicals, non-prescriptions and aesthetic dermatology products.

Cosmetics and skin care are growing ever closer. In 1986, PT. SDM experienced production expansion to non beta lactam antibiotic production, then in 1992 underwent plant area expansion and renovation in compliance with cGMP regulation.

In 1995, PT. SDM finally obtained cGMP certification with area consisted of three floors of office building and three floors of manufacturing facilities, with area of 84 x 36 m2.

Plant renovation is continuously carried out in 2005 with the addition of one more building for office and manufacturing facility.

### Responsibilities

#### Responsibilities :

- Responsible of e-commerce site sales & traffic performance
- Responsible for daily operation, maintenance and promotion of company products in all e-commerce platforms to effectively improve the operation efficiency and management quality
- Monitoring the company stores and prepare daily data statistics, conduct quantitative analysis and propose forthcoming operational ideas
- Manage and submit sales & budget report accurately
- Working closely with Marketing team in creating & developing strategies in order to make good contribution in sales growth
- Research and analyze current market trends and other business insight on online market
- Optimizing the stores including revision, structure, copywriting, planning, design, art, layout, customer service management, etc

### Hiring organization

PT Surya Dermato Medica Labs

### Employment Type

Full-time

### Industry

Kesehatan / Medis

### Job Location

Jakarta Pusat, Indonesia

### Date posted

October 24, 2020

- Create a trusted online brand image by providing assistance and handling customer complaints

## **Qualifications**

### **Qualification :**

- Maximum 35 years old
- Candidate is must process at least a Bachelor Degree
- More than 3 years of e-commerce operation experience is a must, preferable from FMCG or Pharmaceutical Company
- Familian with e-commerce business processes and rules
- Good analytical & logical thinking
- Computer literate is a must
- Creative & innovative, fast learner and up date with market trends
- Ability to communicate effectively with individuals and groups, both in writing and verbally
- Result driven and being able to work with minimum supervision
- Strong knowledge of market / customer needs with good market analytics skill
- The officer of e-commerce platform that been successful to built brand e-commerce products is more preferred
- Able to be located at Jakarta Pusat