

# United States Jobs Expertini®

**eCommerce and Operations Associate, Marketplace Partnership**

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Company: Front Row

Location: New York County, New York

Category: other-general

Job Function: Manage Amazon product listings and seller accounts, Data entry

Company Industry: Health, Wellness, and Fitness; Consumer Goods

Seniority Level: Associate

Employment Type: Full-time

## About the Job

At Front Row, we partner with leading brands to accelerate their e-commerce growth. We leverage our capabilities and proprietary technology to design, market, distribute, and accelerate brands on a global scale. We're continually cultivating functional areas of

expertise and retaining the highest caliber of talent — while sharing knowledge and data, creating efficiencies, and looking at every aspect of our client's business from a 360 perspective. We work effectively to give every client the hands-on support, niche knowledge, and first access they need to win in the world's most competitive commerce markets and make each of our six capabilities the first to act on the next big things.

We live for the exchange of energy between brands and audiences, you should too, and we've made it our mission to expand every brand's market share and heart share. Because we believe every transaction has the potential to be transformational.

We leverage data-driven insights from Catapult, our proprietary technology, and our deep understanding of marketplaces like Amazon, Walmart, and TikTok Shop to craft strategies unique to each brand we work with while protecting their pricing and channel strategies at every lifecycle stage and in any global market.

We are headquartered in SoHo, New York City with offices in San Diego, Hamburg, and Bratislava.

## Job Description

We're seeking a curious, meticulous, and organized individual to join our Marketplace Operations team as an eCommerce Operations Associate. This role involves managing the day-to-day health of our Amazon accounts, keeping product information in our database up

to date, being responsible for various brands primarily in the beauty and wellness industries, and identifying process improvement opportunities. You'll be able to immerse yourself in many parts of the ecommerce business and dive into other marketplace opportunities such as Walmart and TikTok Shop as we continue to expand our capabilities.

## Key Responsibilities

Own the set up of new brands and products in our system, and Amazon listing creation process through the management of feeds

Monitor our Account Health and address inventory and/or compliance issues promptly

Manage Amazon cases/tickets through regular follow-ups and relay status updates to appropriate teams

Conduct audits on our listings and address any new issues that arise

Reconcile shipments with our POs and invoices and file discrepancies with Amazon

Stay abreast of new Amazon listing compliance requirements and make strategic recommendations to ensure the health of our listings

Oversee the brand registry application process and manage our trademarks across new and current brands

Requirements

Self-motivated and analytical thinker with great attention to detail

Strong technical, research, and time management skills

Advanced Google Sheets/Excel knowledge

SQL, HTML, and/or Photoshop knowledge preferred

Amazon Seller Central, Vendor Central, or other eCommerce platform experience a plus

Familiarity with the nutritional supplements and beauty products space is a plus

NetSuite/ERP/EDI system experience a plus

## Benefits

Health, dental, and vision, 401k with matching plans

Generous PTO plan

Summer Fridays

Work with a fun, consultative team of experts

Salary range: \$70,000 - \$75,000 annually

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