



eCommerce Operations Assistant

Location: Remote

Who we are:

For 25 years, we've been leaders in the baby safety (Levana) and DIY security space (Defender), creating ground-breaking consumer electronics that bring peace of mind to millions of people all over the world. Selling directly through our brand websites, Amazon, and online through our retail partners such as Costco, Walmart, Sam's Club, BJ's, Home Depot and Best Buy we are growing fast.

How You'll Make an Impact:

We are looking for an Independent Contractor who can work at a very fast pace and is highly passionate about digital marketing. **eCommerce Operations Assistant (Remote, Independent Contractor)** will be responsible for day-to-day support of our brand website, reporting, and operations. Empowered with the freedom to try new things and see your ideas come to life, it's our entrepreneurial spirit and relentless drive to produce superior customer experiences that ensure we're constantly growing the Levana and Defender brands.

How You'll Contribute:

You will be responsible for analyzing our competitors' offerings, reporting on our daily sales, as well as providing support on our daily website operations.

Reporting and Analysis:

- Daily Brand Website Sales Report
- Weekly Competitors Analysis
- Invoice Review (monthly)

Website Operations:

- Daily website auditing
- Assisting in the setup of content for the new Shopify theme
- Enabling/disabling website widgets when needed
- SEO Administrative Tasks
- Daily Google Merchant Centre check

Product Launch:



- New product content set up on the Brand Website, Amazon and Retailers

Who You Are:

- 2+ years of consumer goods e-commerce experience for a US based company
- Shopify platform proficiency is a must
- Fluency in English, ability to work in the EST time zone during core business hours
- Google ad, Analytics, and Merchant Center experience
- Exceptional MS Excel skills
- Eager to learn and grow, you likely have a bachelor's degree in marketing, Communications, or a related field.
- Demonstrated experience with data entry.
- "No task is too small" attitude.
- Ability to adapt to and manage changing priorities independently in a fast-paced entrepreneurial environment without missing critical deadlines.
- Constantly learning and on the hunt for new and innovative strategies

Our Core Values

- **Excellence** - We never settle for "good enough."
- **Results** - The path to success is paved with our dedication.
- **Love** - Challenges are no match for our hearts and minds.
- **Learning** - Experimentation and curiosity are part of our DNA.
- **Simplicity** - We strip away the non-essentials to get to what really matters.