CODEX

eCommerce Executive

Reporting to: Digital Transformation Manager
Department: Marketing
Contract Type: Permanent, Full-Time, Monday – Friday
Advert Closing Date: 7th February 2024

ABOUT US

Established in 1979, Codex has grown to be the market leader in the provision of a wide range of office supplies, furniture, and print services across Ireland.

Over the past 40+ years, our organisation has been steadily building on the core values that got us started - **Ambition, Customer First, Innovation, Integrity and Belonging**. Today, we employ over 85 team members around the country, with an annual turnover of over €35 million in 2023 and have ambitious plans to grow further.

ABOUT THE ROLE

We are making a continued investment in developing our eCommerce website and user experience in 2024 and beyond and are looking to grow the Marketing team. The eCommerce Executive will report directly to our Digital Transformation Manager, who looks after the eCommerce platform, as well as key business automations, and reporting.

In the last year, we have completely revamped the aesthetics of our website, but there are several key developments that we would still like to make to elevate the customer experience, and the eCommerce Executive will play a key role in executing these improvements, alongside the Digital Transformation Manager and our website development agency.

The day-to-day activity for this position will include liaising with the larger Marketing and Sales team to create banners and landing pages in the webstore for any of our upcoming quarterly campaigns. It will also entail working with Supply Chain to improve our product data across our online catalogue and collaborating with our Growth Marketing Specialist to apply any SEO strategies as required.

As our company is continuing to grow and expand at a fast rate – we will be up to over 100 staff this year - we are looking for an innovative thinker and team player, who is flexible and adaptable to tackle new challenges that may arise in the company with a solution-oriented mindset. If this sounds like you, we would love to hear from you!

WHAT YOU WILL DO

- Coordinate front and back-end website improvements to positively impact customer experience, functionality, KPI's.

- Assist in managing the day-to-day upkeep of our website and proactively look for changes and improvements that can better the user experience online.
- Liaise with teams to coordinate online promotions and Sales & Marketing initiatives.
- Design and prepare content for online promotions, landing pages and general content pages.
- Work with the Growth Marketing Specialist to apply effective SEO practices across pages.
- Regular reporting on digital performance with recommendations to ensure optimisation.
- Collaborate with the marketing team to ensure that all requirements are managed and executed in an efficient manner.
- Make improvements to our codex.ie website, such as:
  - Assisting the Customer Service team with the development of our chat experience online.
  - Working with Supply Chain team to manage our Codex product catalogue – onboard new product ranges and manage product information.
- General duties to assist in the fast-paced environment of the eCommerce and marketing department.

WHAT YOU WILL BRING

- 1-3 years of eCommerce experience, preferably in a B2B environment.
- Strong communication and copy-writing skills.
- Proficiency with design using tools like Canva, Photoshop, and inDesign.
- Strong comprehension of CSS, HTML and Javascript.
- Willingness to be adaptable and flexible, as exact requirements may change.

WHAT WE OFFER:

- Salary DOE
- 23 Days Annual Leave + Public Holidays
- 3 Days of Annual Celebratory Leave
- Extensive Family Friendly Policies
- On Site Free Gym Access
- Flexible and Hybrid Working Options
- Company Pension Scheme with Life Assurance
- Educational Assistance Program
- Colleague Reward & Recognition Scheme
- Onsite canteen with coffee, light breakfast and snacks provided.
- Staff parking
- Certified Great Place to Work

To apply please submit your CV/Resume to recruitment@codexltd.com

Due to the high volume of applications received, we regret that we are unable to respond to all applications. Only those suitable for this position will be contacted.