

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/online-admin-assistant-ecommerce-backend-work/>

## HIRING ORGANIZATION

Talisman Hr Solutions

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

? Remote work from: India

## VALID THROUGH

2026-09-23

# ONLINE ADMIN ASSISTANT – ECOMMERCE BACKEND WORK

## DESCRIPTION

### Talisman Hr Solutions

Hybrid | 2 Days Work From Home | 3 Days Office | 5 Days Working

WhatsApp: +91 7738039618

Email: [vacancy@talismanstaffing.com](mailto:vacancy@talismanstaffing.com)

### Job Overview

This work is about managing online store data. You will handle product listings, update website and support backend work. Work is simple but needs attention to detail. You will also help in improving product visibility and sales.

### Main Responsibilities

- Update product catalogue and listings
- Upload banners and product details
- Maintain correct data on website
- Support email campaigns
- Work with team for product launches
- Check website performance and reports

### Skills Required

Basic knowledge is enough for this role.

- Basic Excel knowledge
- Attention to detail
- Understanding of eCommerce work
- Basic idea of CMS or tools like Magento
- Communication and coordination skill

## Experience

0 to 5 years experience can apply. Freshers also allowed.

## Work Details

Work is hybrid. 2 days work from home and 3 days office work. Timing is 10 AM to 7 PM.

## Selection Process

Simple process.

- Resume check
- Basic discussion
- Final selection

## How to Apply

Send your CV directly on email or WhatsApp for quick response.

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