

WORK VAPOR

Job Link: <https://workvapor.in/jobs/product-listings-and-inventory-e-commerce-manager/>

HIRING ORGANIZATION

One More Watch LLC

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

PRODUCT LISTINGS AND INVENTORY – E-COMMERCE MANAGER

BASE SALARY

INR 10000 - INR 30000

DESCRIPTION

Job Role: E-Commerce & Social Media Operations Manager

Company: One More Watch LLC

Work Mode: Remote

Salary: ₹10,000–₹30,000 per month

Industry: Luxury Watch Sales & Trading

Key Areas: E-Commerce, Inventory Management, Social Media and Sales Support

Platforms: Instagram, Facebook, eBay, Chrono24 and Company Website

Experience: E-Commerce or Social Media Experience Preferred

Contact Details:

Website: www.1morewatch.com

Instagram: @onemorewatch.shop

One More Watch LLC is hiring an **E-Commerce & Social Media Operations Manager** to manage its online watch business. The role combines product listings, inventory management, social media and customer support.

Key Responsibilities

1. E-Commerce & Inventory

- Update watch listings, prices, photos and product details.
- Maintain accurate inventory across platforms.
- Monitor website listings and availability.

2. Social Media Management

- Manage Instagram and Facebook accounts.
- Create and schedule posts, Reels and stories.
- Manage Facebook Marketplace listings.
- Monitor comments, messages and engagement.

3. Customer Support & Sales

- Respond to customer enquiries across platforms.
- Follow up with interested buyers and sellers.
- Coordinate watch purchases, trades and sourcing requests.
- Support sales conversions and escalate special requests.

4. Operations & Reporting

- Monitor orders, offers and account notifications.
- Coordinate shipping and customer follow-ups.
- Maintain sales and customer records.
- Track inventory and social media performance.
- Support promotions and product launches.

Requirements

- Experience in e-commerce, social media or online business management.
- Strong written English and communication skills.
- Familiarity with Instagram, Facebook and online marketplaces.
- Canva or similar design tool knowledge.
- Good spreadsheet and inventory management skills.
- Strong organisation and attention to detail.
- Ability to work independently and manage multiple tasks.
- Trustworthy, proactive and responsive approach.

Preferred Skills

- Knowledge of luxury watches such as Rolex, Omega, Tudor and Cartier.
- Experience with eBay, Chrono24 or luxury resale.
- Basic photo/video editing and digital marketing.
- Familiarity with CRM tools.

How to Apply

Prepare your resume, a brief introduction, relevant work samples, expected compensation and availability. Visit www.1morewatch.com or the Instagram profile [@onemorewatch.shop](https://www.instagram.com/onemorewatch.shop) for company details.

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