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## E-Commerce Co-ordinator - Job Description

**Job Title:** E-Commerce Co-ordinator

**Location:** Edinburgh Remakery 13A Newkirkgate, Leith Edinburgh EH66AD

**Reports to:** Operations Manager

**Responsible for:** Inventory & Listings Specialist (1 person)

**Salary Band** B3-D1 (£30,311 - £34,434) Starting Salary B3 £30,311

### About Us:

Edinburgh Remakery is an award-winning social enterprise & charity committed to reducing electronic waste and promoting sustainability through the repair, reuse, and responsible disposal of IT assets. We specialise in providing IT Asset Disposition (ITAD) services to organisations, helping them recycle, refurbish, and extend the life of their IT hardware. Our mission is to drive environmental impact by supporting circular economy initiatives, enabling individuals and organisations to reduce their carbon footprint and providing social value through our Tech Gifting Programme.

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### Why Join Us

- **Direct impact** on revenue growth and business performance
- **Opportunity to develop** advanced e-commerce and AI-driven sales skills
- Work closely with leadership and influence commercial strategy
- **Make a Positive Impact:** Join a mission-driven organisation focused on environmental responsibility, where your work directly contributes to reducing e-waste and promoting sustainability.
- **Award-Winning Leadership:** Work alongside an industry leader recognised for innovation and excellence in sustainable development.
- **Sustainability at the Core:** Be part of a company celebrated for its eco-friendly practices, including resource recovery and recycling initiatives.
- **Community Engagement:** Contribute to outreach programmes that educate the public on responsible e-waste disposal.
- **Flexible Working:** Benefit from flexible working arrangements and a strong commitment to work-life balance.
- **Pension Contributions:** Employer pension contributions provided.

Edinburgh Remakery | E-commerce Co-ordinator Job Description | 15 April 2026

13A NewKirkgate, Edinburgh, EH6 6AD

www.edinburghremakery.org.uk | 07708 477 136 | [hello@edinburghremakery.org.uk](mailto:hello@edinburghremakery.org.uk)

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## E-commerce Co-ordinator

### Overview

We're looking for a commercially minded E-commerce Co-ordinator to drive the performance and growth of our online sales channels for refurbished tech.

This is a hands-on role focused on increasing revenue, improving conversion rates, and maximising the value of refurbished products across platforms such as eBay. You'll use data, insight, and AI tools to optimise listings, pricing, and customer experience—playing a key role in scaling a growing e-commerce operation.

This position is ideal for someone with some e-commerce or sales experience who wants to take ownership, deliver measurable results, and grow their commercial impact.

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### Key Responsibilities

- Manage and optimise e-commerce platforms (e.g. eBay) to drive sales, revenue, and margin
- Create and continuously improve product listings to maximise visibility and conversion
- Use AI tools and data insights to enhance listing quality, pricing strategies, and performance
- Monitor KPIs (sales, conversion rates, average order value) and take action to improve results
- Identify opportunities for growth, including new products, bundles, or sales channels
- Support the development of scalable processes to increase efficiency and output
- Contribute to regular reporting on commercial performance and sustainability metrics
- Ensure best practices in data handling, IT security, and operational processes

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### What We're Looking For

- Experience in e-commerce, online marketplaces, retail, or a sales-driven environment (*or strong transferable commercial skills*)
- Strong attention to detail with a focus on accuracy and quality
- Data-driven mindset with the ability to analyse performance and act on insights
- Confident using digital tools; experience with AI tools is a plus
- Proactive, results-focused, and comfortable taking ownership
- Strong communication and teamwork skills
- Interest in sustainability or circular economy (desirable)

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### Normal work pattern will be:

Monday - Friday 9.00am-5pm

37.5 hours per week (minus 30-minute unpaid break per day)

Proposed salary: Salary Band B3-D1 (£30,311 - £34,434) Starting Band B3 £30,311

### HOW TO APPLY

Submit CV AND Covering letter to [hello@edinburghremakery.org.uk](mailto:hello@edinburghremakery.org.uk)

Closing date Midnight Monday 29<sup>th</sup> June 2026

Interview Monday 13<sup>th</sup> July 2026

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