

Job Title - eCommerce & Website Assistant Apprentice

Location - Longshot Lane, Bracknell

Hours - Monday - Friday, 9am - 4.30pm (35 hours)

Contract Type - Permanent - Full Time

Salary - £150.50/week



About The Role

The successful apprenticeship candidate will be involved with a whole range of tasks across our multiple brands. We are a family run business, with a very hard-working team. We currently have 2 brands, with another being started imminently.

Fun Cases is an eCommerce retail store specialising in on-trend phone cases and accessories for teenagers. With over 150,000 products and satisfying hundreds of customers on a daily basis, we're one of the fastest growing phone case & accessory retailers in the UK.

Broadbridge Design is a web design and development agency specialising in Wordpress and Shopify website builds for big clients. We're a family-run team of hard working web development experts, dedicated to going above and beyond for each and every one of our clients.

Role Responsibilities

1. Fun Cases

- Re-merchandise collections to increase website conversions
- Website updates (Banners, descriptions, images and more)
- Analytics and Reporting - Report on every aspect of the business, to better improve the customer experience and increase sales
- Observe society trends in order to maximise revenue using our rapid manufacturing advantage
- Create new product listings in line with the existing listings
- Occasional customer service involvement
- Blog writing

2. Broadbridge Design

- Social Media - Create and schedule posts on our social media and monitor / interact with customers
- Occasional basic web design and development tasks on customer's websites
- Call taking & customer support
- Website maintenance for customers - Website updates, monitoring security and performance
- Blog writing

3. New Brand

- The successful candidate will be highly involved in the set up of the new brand website, with ongoing maintenance and monitoring of the website a priority.

Role Requirements

- The successful candidate **MUST** be
 - Organised
 - Hard working
 - Honest
 - A fast learner
 - Energetic

To apply, please email a cover letter and your CV to lily@broadbridgedesign.co.uk