



EASON LIMITED



#JOB-2475282



Easons Limited, Block 4, First Floor, Swords

Business Park, , Co. Dublin, K67 X903



No of positions : 1



Paid Position



37.5 hours per week



35200.00 Euro Annually



15/10/2026



12/11/2026

How to apply

Application Method :

Not available



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online



eCommerce Administrator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

We are pleased to announce a vacancy within the Eason Limited Marketing & eCommerce Team. This is a 37.5 hour permanent contract based in our Support Office - Eason, Block 4, First Floor, Swords Business Park, Swords, Co. Dublin K67 X903. The salary on offer is €35,200.

Role Overview:

You will play a key part in enhancing our eCommerce capabilities, contributing to the development of our online presence, and creating content that drives sales and boosts customer engagement. This role reports into the Content and Merchandising Manager.

As an eCommerce Administrator, your primary responsibility will be to optimise our online sales platforms by managing product information, handling product uploads, maintaining category data, improving search functionality, merchandising products and categories, creating engaging content, and performing sales analysis and reporting.

The ideal candidate will support the delivery of fresh and engaging content to our website, including new product launches and custom landing pages. You will craft detailed product descriptions and visuals that enhance Search Engine Optimization (SEO). By utilising Google Analytics and other data sources, you will extract actionable insights and offer data-driven recommendations. Your role will also include analysing onsite search terms and sales trends to identify new sales opportunities and strategically merchandise product offerings. Additionally, you will be involved in testing new website features, monitoring site performance, and ensuring a seamless user experience.

Key Responsibilities:

- Creating, updating and managing online product catalogue using AX, Bynder and Optimizely systems
- Manage the upload of new products working with trading teams to ensure content is correct, relevant, adequate to customer needs and complies with relevant standards eg EmpCo directive.
- Manage online upload queue working to agreed priorities
- Ensure all products are optimised for external and internal search engines with on-page SEO

and content updates as required

- Ensure all products appear in Algolia indexing and search, working with eCommerce and IT teams to resolve any issues

- Manage online click and collect offering

- Manage pre-order uploads, incentives and tracker sheet

- Manage promotion of events online

- Maintain and update designated landing pages and bestseller charts

- Assist with creation, upload and publication of customer-focused content to deliver on Commercial Calendar activities

- Assist with email marketing when required using Canva to generate assets and Klaviyo to create emails

- Produce and share sales reports as required

- UA testing of any system changes and upgrades including FY27 User Experience upgrades and D365 migration to cloud

Candidate Profile:

- Degree or diploma in relevant area (Communications / Marketing / Digital Media / eCommerce)

- 2 years professional experience

- Experience with multiple digital systems (content management, ecommerce, CRM)

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Entry Level