



Job Description: Ecommerce Coordinator

Company: Regen Wellness Vitamins

Location: 5510 Abrams Rd. #126, Dallas, Texas 75214

Reports to: Chief Business Officer

About Regen Wellness Vitamins

Regen Wellness Vitamins is a growing functional medicine and wellness brand committed to empowering individuals to achieve optimal health through premium supplements and personalized wellness solutions. We are expanding rapidly and looking for a detail-oriented and motivated **Ecommerce Coordinator** to help us scale our online presence, optimize operations, and support our revenue growth goals.

Position Overview

The Ecommerce Coordinator will play a key role in managing the day-to-day operations of Regen Wellness Vitamins' ecommerce platforms. This role will focus on product listings, inventory management, order fulfillment, website updates, digital merchandising, customer experience, and performance tracking. The ideal candidate is tech-savvy, highly organized, and passionate about health and wellness, with an eye for detail and an ability to juggle multiple priorities in a fast-paced environment.

Key Responsibilities

Ecommerce Operations

- Manage product listings, pricing, descriptions, images, and inventory accuracy across Shopify (or other ecommerce platforms).
- Ensure seamless product launches, seasonal promotions, and discount campaigns.
- Monitor website functionality and coordinate with developers/designers on updates and improvements.

Inventory Management & Order Fulfillment

- Process and oversee customer orders from placement through delivery, ensuring accuracy and timeliness.
- Oversee supplement inventory levels to ensure products remain in stock across ecommerce channels.
- Coordinate with suppliers, fulfillment centers, and internal teams to forecast demand and avoid stockouts or overstocking.
- Maintain accurate records of incoming and outgoing inventory, reconciling discrepancies promptly.
- Collaborate with fulfillment partners to resolve shipping or packaging issues and maintain high customer satisfaction.
- Support implementation of inventory and fulfillment systems to streamline operations.

Merchandising & Marketing Support

- Collaborate with the website developer to optimize product pages for SEO and conversion.
- Assist in executing email, SMS, and social commerce campaigns to drive traffic and sales.
- Utilize Canva to create product images, marketing graphics, and website media.
- Recommend and implement upsell, cross-sell, and bundling strategies.

Customer Experience & Support

- Monitor customer feedback, order fulfillment issues, and escalate as needed.
- Ensure product FAQs, policies, and site navigation are up to date and user-friendly.

Analytics & Reporting

- Track sales performance, traffic, conversion rates, and customer behavior using tools like Google Analytics, email platforms, and Shopify reports.
 - Provide weekly and monthly performance summaries with actionable recommendations.
 - Support A/B testing to improve website performance and user experience.
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Qualifications

- Degree or certificate in Marketing, Business, Communications, or related field (or equivalent experience).
 - 1–3 years of experience in ecommerce, digital marketing, or inventory/order fulfillment operations.
 - Proficiency with Shopify (or similar ecommerce platforms), social media, email platforms, and Google Analytics.
 - Strong attention to detail, organizational skills, and ability to manage multiple projects.
 - Experience with inventory management systems, order fulfillment, or supply chain coordination is a plus.
 - Interest in wellness, health, or supplements industry preferred.
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What We Offer

- Competitive compensation.
- Flexible schedule.
- Employee discounts on supplements and wellness programs.
- Opportunity to work with a mission-driven team in the rapidly growing health and wellness industry.
- Growth opportunities as the business grows.

Does this sound like a good fit? Email your resume to alissa@regenivdrip.com