



E-COMMERCE ASSISTANT

Join a Fast-Growing Health & Beauty E-Commerce Team!

Location: Ndabeni, Cape Town

Are you a recent graduate (22 to 35) ready to launch your career in the vibrant world of online retail? **Natural Stuff** is a rapidly expanding company specializing in health & beauty products, selling on Amazon, Takealot, Makro, and our own Shopify website. We are searching for a solution-driven, honest, and hardworking individual who is eager to learn, grow, and make a real impact alongside a highly knowledgeable and creative team.

YOUR MAIN MISSION

- Create and Optimize Product Listings: You'll be responsible for building and maintaining our product listings across Amazon, Takealot, Makro, and Shopify
- Coordinate Shipments to Fulfillment Centers: Prepare and manage shipments to fulfillment centers, ensuring our products are always available for customers
- Promotions & Sponsored Ads: Follow up on listings with creative promotions and sponsored ads to boost visibility and sales
- Drive Sales Growth: Your focus will be on growing the sales of our health & beauty products—your success is our success!
- Learn from the Best: Don't worry if you haven't done this before—we will teach you everything you need to know, step by step.

WHAT YOU WILL DO

- Deliver outstanding customer experiences—be the friendly, professional point of contact for our customers
- Handle daily admin tasks, quotations, and basic bookkeeping
- Manage product deliveries and schedules
- Collaborate with a dynamic, creative team and take on new challenges as we grow.

WHAT WE ARE LOOKING FOR

- A recent graduate (any discipline—your drive and attitude are what matter most!)
- Age: 22–35 years old
- Solution-driven mindset with a passion for problem-solving
- Honest, hardworking, and always willing to go the extra mile
- Eager to learn and grow in the health & beauty e-commerce sector
- Excellent communication and interpersonal skills
- Ready to work and thrive in a fast-paced environment
- Advanced Excel skills
- keen interest in online sales (Amazon, Takealot, Makro, Shopify, etc)
- Sales experience is a plus, but not required



- Strong organizational skills and attention to detail.

WHY JOIN US?

- Unmatched Learning & Growth: Work side-by-side with industry experts and creative minds in health & beauty e-commerce
- Career Progression: As we grow, you'll have the chance to take on more responsibility and advance your career
- Direct Impact: Your work and ideas will shape our success every day
- Supportive, Innovative Team: Join a collaborative environment where your contributions are valued
- Modern Tools & Tech: Gain hands-on experience with leading e-commerce platforms and technology
- Fun & Flexible Culture: Enjoy a relaxed dress code, team lunches, and a workplace that values your well-being and creativity.

Are you ready to make your mark in health & beauty e-commerce?

Submit to rudayba@maraisbutton.co.za -

- A motivation letter highlighting your suitability to the role. Also include a brief description of your Excel experience (e.g., what functions or features you use), and the answer to this question: "What is your favorite Excel function and why?"
- Your updated CV and contact details of three work-related referees.

Do not contact *Natural Stuff* directly.

Closing date: Wednesday 30th July 2025

Contact will only be made with shortlisted candidates.