Job Title:Operations Executive (Work From Home)

Company: Seoul Magic
Location: Remote (UK Time Zone)
Working Days: Tuesday to Saturday
Working Hours: 8:00 AM – 5:00 PM (UK Time)
Salary: Competitive (Based on experience)

About Seoul Magic

Seoul Magic is a UK-based Korean skincare brand offering 100% authentic products directly imported from South Korea. We operate through both online and offline channels, including premium pop-up locations across London. Our mission is to deliver high-quality Korean beauty products with fast shipping and exceptional customer experience.

As we continue to grow, we are looking for a reliable and detail-oriented team member to support our e-commerce operations.

Role Overview

We are seeking a proactive and organised individual (preferably aged 20–25) who can support daily business operations and handle key backend website and coordination tasks. This role is fully remote and requires strong communication skills and attention to detail.

Key Responsibilities

- Monitor and manage stock inventory
- Update stock levels on the website backend
- Conduct regular website audits
- Review and update product descriptions
- Create bundles/offers for the website
- Assist with basic content setup using AI tools
- Coordinate with the website team, purchase team, and accounts department
- Support general e-commerce operational tasks

Requirements

- Preferably aged between 20–25 years
- Strong English communication skills (written and spoken)
- Good organisational and time-management skills
- Detail-oriented and proactive
- Comfortable working independently from home
- Basic understanding of e-commerce platforms is an advantage
- Familiarity with AI tools is a plus

What We Offer

- Fully remote work opportunity
- Supportive and growing business environment
- Opportunity to learn and grow within the e-commerce and beauty industry
- Competitive salary

E-Commerce Operations Assistant (Remote)

Company: Seoul Magic
Location: Work From Home
Days: Tuesday – Saturday
Time: 8:00 AM – 5:00 PM (UK Time)
Salary: Competitive + Growth Opportunity

About Seoul Magic

Seoul Magic is a fast-growing UK-based Korean skincare brand bringing 100% authentic K-beauty products directly from South Korea to the UK market.

We sell online and through premium pop-up spaces in London, focusing on quality, fast delivery, and a modern customer experience.

We're scaling — and now we need someone who can grow with us.

Who We're Looking For

We're looking for a smart, organised, and proactive individual (preferably aged 20–25) who can handle key backend operations and support the daily flow of the business.

If you're detail-obsessed, love organising things, and enjoy working behind the scenes to make everything run smoothly — this is for you.

What You'll Be Doing

- Checking and updating stock inventory
- Managing product updates on the website backend
- Auditing the website regularly (spotting errors, fixing listings)
- Reviewing and improving product descriptions
- Creating product bundles & offers
- Using AI tools to help with basic content setup
- Coordinating with the website team, purchase team & accounts
- Supporting general day-to-day e-commerce tasks

Basically — you'll be helping run half the operations.

What You Need

- Age preference: 20–25
- Strong English communication skills
- Super organised & detail-oriented
- Comfortable working independently from home
- Basic understanding of e-commerce (Shopify/WooCommerce is a plus)
- Familiar with AI tools (ChatGPT, Canva AI, etc.) – bonus

Why Join Us?

- 100% Remote
- Work directly with the founder
- Real responsibility (not just “intern tasks”)
- Opportunity to grow as the business scales
- Competitive salary
- Be part of a modern beauty brand in growth mode