



Job Title: Business Support Executive

Location: The Greens Dubai

Employment Type: Full-Time

Job Description:

We're looking for a highly organised **Business Support Executive** to manage day-to-day product content, data, and operational workflows across the business, with a strong focus on our e-commerce presence. This role will support Marketing, Finance, and Operations by listing, updating and maintaining product listings on Amazon, Noon, and other partner platforms; tracking SKUs, forecasts, and stock levels; compiling reports and dashboards; and coordinating with suppliers on production files and timelines.

Responsibilities:

E-Commerce Support

- Upload and maintain PDPs, pricing, A+ content and additional content required cross partner retail platforms (e.g., Amazon, Noon, etc.).
- Track SKUs, forecasts, and stock levels, ensuring internal trackers are always current.
- Coordinate updates or content changes in alignment with brand guidelines.
- Oversee promotions on relevant e-commerce platforms.
- Maintain internal stock on hand and daily sales reports from retail platforms.
- Manage product returns from partner retail platforms.

Data & Reporting

- Compile, update, and format reports and dashboards for Marketing and Finance.
- Organise and visualise data into clear, digestible formats for internal and external use.
- Support in preparing financial and performance presentations or summaries.

Cross-Departmental Support

- Support Finance in producing and formatting external reports and presentations.
- Help streamline communication and documentation flow between teams.

Skills & Qualifications:

- Bachelor's degree in business administration, Marketing, Finance, or related field.
- 2–4 years of experience in operations, e-commerce or marketing support roles.
- Experience in retail and/or e-commerce industries.
- Strong Excel/Google Sheets and PowerPoint/Slides proficiency.
- Highly organised, detail-oriented, and comfortable managing multiple workflows.
- Clear communication skills and a proactive, solution-oriented approach.

Please send your CV to: kimberly@metaforcetrading.com

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