

Position: Business Development Executive

Qualification: B.Com (Finance)

Experience: Fresher to 0 –2 years

Location Shift: Bangalore, Day/Night Shift (Rotational)

Employment Type: Full-time

Job Summary

We are looking for a motivated and detail-oriented **Business Development (BD) Executive** to support our e-commerce operations. The role involves managing day-to-day activities on e-commerce platforms, coordinating with supplier/brand BD teams, monitoring pricing and offers, and tracking daily business receipts.

Key Responsibilities

- Handle day-to-day operations of e-commerce platforms.
- Manage **product listings, updates, and catalog information** on online platforms.
- Monitor and update **product pricing, discounts, offers, and promotions** on a daily basis.
- Track daily sales/receipts and maintain proper records.
- Coordinate with supplier/brand **Business Development (BD) teams** for pricing, offers, stock, and other business requirements.
- Identify and communicate any pricing, listing, payment, or platform-related issues.
- Support the team in achieving business and operational targets.
- Perform other related activities as assigned by the management.

Candidate Profile

- **B.Com (Finance)** graduate.
- Freshers are welcome; candidates with **0–2 years of relevant experience** may also apply.
- Knowledge of **MS Excel** and basic computer applications.
- Good communication and coordination skills.
- Strong attention to detail and ability to work with numbers.
- Ability to manage daily tasks independently and meet deadlines.