

加入我们的团队

「[恩道书屋](#)」诚征运营经理
(2015.08.07)

职位：「[恩道书屋](#)」运营经理，直接向执行总监汇报。

职能：

1. 负责「恩道书屋」的运营及推广，制定并执行业务平台运营策略和流程
2. 招募并建立运营团队，包括纸版书的设计、排版、印刷、销售和仓储管理
3. 策划实施推广活动，并对营销和推广效果进行跟踪和反馈
4. 主导客户服务，响应终端用户的需求
5. 收集并分析业务数据及用户反馈，主导「恩言书屋」的持续改进
6. 预算制定及执行监督

要求：

1. 熟悉纸版书出版并互联网商务的运作
2. 对开发文字资源有激情、异象或负担
3. 具团队领导力，独立工作能力和较强的人际沟通，组织协调能力
4. 一定程度的业务出差

薪资：面谈

欲知更多「[恩道书屋](#)」详情，请浏览 shop.ipublishing.org。

有兴趣申请的肢体，请电邮个人履历来至 HR@timotai.org 以便联络。

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Join Our Team

[Shop.ipublishinghk.org](http://shop.ipublishinghk.org): **Operation Manager**

(2015.08.07)

Position: Prints Operation Manager for shop.ipublishinghk.org (Full Time)

Job Description:

1. Develop strategies, operate and promote shop.ipublishinghk.org
2. Recruit for and establish our operation team, including book designs, typesetting, printing, sales, warehousing & fulfillment needs
3. Design & introduce promotional activities with proper evaluation & follow-up
4. Excel in customer service for our end-users
5. Continuous analysis of our operation logistics and customers' responses to sustain growth and improvement
6. Build and supervise budget for the prints publishing team

Requirement:

1. Experience in prints publishing & e-Commerce operation
2. Interest & passion to develop literary resources for the Chinese church
3. Proven team leadership skills & ability to work independently; good interpersonal and coordination skills
4. Able to travel for business needs and related ministry

Compensation: Negotiable

Please visit shop.ipublishinghk.org for more information.

Submit your CV to HR@timotai.org for further attention.

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