E-commerce Buyer – FRENCH Fluent –B2 to C1 LEVEL REQUIRED

INDIECULTURE Services Pvt Ltd
Lajpat Nagar IV, New Delhi, DELHI
Full-time,
1+ years experience

About the Role

Are you passionate about e-commerce, online marketplaces, and finding the best deals on the internet? Join our team as an E-Commerce Buyer, where your research skills, commercial mindset, and attention to detail will directly contribute to our business success.

In this role, you will be responsible for sourcing and purchasing products online after customer orders are received. You will conduct product research primarily on French websites and online marketplaces, working closely with our French team based in Lyon, France, to fulfil their purchasing requirements accurately and efficiently.

You will identify the right products from reliable sellers, compare prices and delivery times, and find the most cost-effective purchasing solutions while ensuring customer satisfaction.

This position is ideal for someone who enjoys online research, understands how e-commerce marketplaces operate, and is motivated by solving problems and finding the best purchasing opportunities.

Key Responsibilities

1. Online Product Research & Sourcing

- Conduct detailed product searches on French websites, e-commerce platforms, and online marketplaces based on requests received from our French team in Lyon.
- Identify the correct products by carefully checking product descriptions, references, specifications, availability, and seller information.
- Compare prices, shipping costs, delivery times, and seller reliability to identify the best purchasing options.
- Source products from a wide range of French online retailers and marketplaces while ensuring accuracy and cost efficiency.
- Develop strong knowledge of French e-commerce websites, online retailers, and marketplace sellers.

2. Purchasing & Order Management

- Purchase products accurately and promptly once customer orders have been received.
- Ensure that the products ordered match the exact requirements provided by the French team.
- Track purchases, monitor delivery status, and follow up on delayed, cancelled, or returned orders.
- Manage product availability issues, replacements, refunds, and order discrepancies.
- Maintain accurate records of purchases and supplier information.

3. Coordination with the French Team

- Work closely with colleagues based in Lyon, France, to understand purchasing requests and meet operational deadlines.
- Communicate clearly and proactively regarding product availability, pricing differences, delivery delays, and sourcing difficulties.
- Respond promptly to internal queries and provide accurate updates on order status.
- Escalate unresolved issues and propose practical alternatives whenever the requested product is unavailable or unsuitable.

4. Continuous Improvement

- Identify new websites, sellers, and purchasing opportunities to improve sourcing efficiency.
- Maintain a strong focus on cost optimisation, accuracy, speed, and customer satisfaction.
- Contribute ideas to improve purchasing processes and the overall efficiency of daily operations.

Candidate Profile

We are looking for a proactive, organised, and resourceful candidate who enjoys online research and is comfortable working in a fast-paced e-commerce environment.

Essential Skills

- Graduate in any discipline.
- Good understanding of e-commerce and online marketplaces.
- Strong internet research skills and the ability to navigate multiple websites efficiently.
- Excellent attention to detail when matching product descriptions, references, and specifications.
- Good analytical skills to compare prices, delivery options, and seller reliability.
- Strong organisational and time-management skills, with the ability to manage multiple orders simultaneously.
- Good communication skills and a collaborative approach to working with an international team.
- Proficiency in MS Office, particularly Excel.

Preferred Qualifications

- Previous experience in e-commerce, online purchasing, product sourcing, procurement, or marketplace operations.
- Familiarity with French e-commerce websites and retailers.
- Knowledge of French is an advantage, but not mandatory.

What We Offer

- International exposure: Work closely with a French team based in Lyon and gain experience in the French e-commerce market.
- A dynamic role: Every order presents a new research challenge and an opportunity to find the best purchasing solution.

- Professional development: Build valuable expertise in online sourcing, purchasing, marketplace operations, and international business.
- Ownership and responsibility: Your research and purchasing decisions will have a direct impact on operational efficiency and customer satisfaction.
- A collaborative environment: Work with a team that values accuracy, initiative, problem-solving, and continuous improvement.

Who Will Succeed in This Role?

The ideal candidate is curious, persistent, commercially minded, and comfortable spending time researching products online. You enjoy comparing options, identifying the right product among multiple listings, and finding reliable sellers at competitive prices.

If you are detail-oriented, resourceful, and excited about working with an international team, we would love to hear from you!

Send your resume and email in French to: caroline@cardonind.com