

SHOPIFY VIRTUAL ASSISTANT ECOMMERCE OPERATIONS SPECIALIST

I am a Shopify-focused Virtual Assistant with hands-on experience managing the **day-to-day operations of online stores**, including product management, order processing, store setup, and backend administration. I understand how an eCommerce business functions from the inside — not just technically, but operationally.

I have practical experience working with Shopify stores and handling the exact tasks that keep an online store running smoothly and profitably.

What I Do Best

Product Management

- Creating and uploading products in Shopify
- Setting up variants (size, color, style, bundles, etc.)
- Writing and formatting product descriptions
- Uploading and optimizing product images
- Managing SKUs, barcodes, vendors, collections, and tags
- Updating pricing and bulk product edits
- 2 years experience on Virtual Assistant

Order Processing & Fulfillment

- Processing orders manually and automatically
- Monitoring order flow to ensure everything is processed correctly
- Handling order exceptions
- Communicating with customers about delivery issues
- Coordinating replacements, reships, and refunds

Shopify Store Administration

- Working inside Shopify Admin daily
- Managing collections and navigation menus
- Editing store content (pages, policies, product sections)

- Adding or removing sections from the store
- Basic theme customization (layout edits, content blocks, settings)
- Maintaining clean, structured backend organization

Customer Support (eCommerce Focused)

- Handling customer emails professionally
- Managing returns and delivery concerns
- Using templates and adapting responses to situations
- Communicating clearly and politely with international customers

My Working Style

- Detail-oriented I double-check product data, SKUs, and pricing
- Process-driven I follow systems and keep things organized
- Reliable tasks are completed on time without supervision
- Comfortable with repetitive structured work (large product uploads, data entry, catalog setup)

Tools & Platforms

- Shopify (Admin, Products, Orders, Collections, Themes)
- eCommerce workflows (returns, fulfillment logic, product setup)
- AI translation tools for multilingual stores
- Email-based customer support systems

Why I'm Valuable to a Shopify Store Owner

I don't just "upload products." I help store owners:

- Keep their backend clean and structured
- Avoid costly mistakes with orders and product data
- Save time on repetitive operational tasks
- Maintain a professional and reliable store workflow

I am best suited for **ongoing Shopify VA roles**, product upload projects, store maintenance, and operational support.