**SHOPEE**

# Business Intelligence Associate

## Job Description:

* Evaluate and define business metrics, democratize data by building and socializing decision tools (dashboard, reports)
* Consult business stakeholders (e.g. Business Development, Retail, Campaign, etc) to run analyses that lead to actionable Insights to growth the business
* Lead the effort to communicate state of the business to stakeholders regularly with the purpose of enabling Shopee Vietnam team understand reasons behind the trends and provide insight to drive strategic decisions
* Support various business functions with the development and maintenance of various management reports

## Requirements:

* At least 1 year of industry experience in Business Intelligence or Data Analyst role with proven business impact
* Experience working with cross-functional teams to gather requirements and define the right metrics to describe the state of the business - both on a macro-level and a micro-level
* Passion for creating highly usable and thorough dashboards/visualizations
* Strong analytical thinking and ability to learn quickly with can do attitude
* Advance Excel skill with knowledge in Power Query, Power Pivots
* Experience in mySQL is compulsory
* Knowing statistical programming language (Python, R) to manipulate and draw insights from large data set is a plus
* Excellence written and verbal communication skills in English and Vietnamese

# Business Development - Merchandiser Intern

## Job Description:

* Work with Business Development to develop online merchandising and promotion plan to achieve sales targets
* Produce campaign mechanic / micro-site layout to optimize customer experience and maximize sales potential based on various factors i.e. analyzing and identifying best-selling SKUs (price points, models, colours or styles)
* Work with marketing to execute graphics and online marketing plans to drive traffic to store/campaigns week-on-week
* Plan for 360-degree marketing activities to drive brand awareness and sales performance (i.e. Super Brand Day). PMO all activities and work with multiple stakeholders to deliver a successful campaign
* Analyze past campaign performance and reporting on the current campaign’s. Maintain a comprehensive library of appropriate data: Deals Tracker, Sales Data, Traffic, Conversion Rate etc

## Requirements:

* University graduate with a relevant bachelor degree
* Analytical and quantitative skills; ability to prepare data and metrics to back up
* Entrepreneurial spirit, Self-motivated and independent learner
* Humble, willing to learn and show adaptability
* Excellent organizational and prioritization skills
* Good knowledge of English language and of Microsoft Office suite (Word, Excel, PowerPoint)
* Can work FULL - TIME in 3 months

# Technical Engineer

## Job Description:

* Analyze requirements and perform network and system solutioning, planing, installation and setup of network and system architecture
* Review new solutions and improve resilience of the current network and system environment
* Plan, deploy and monitor IT solutions to ensure system hardening and network security
* Provide network, server and system operation support, issue isolation, and troubleshooting for incidents
* Produce enterprise-level designs for Active Directory, and perform implementation, enhancement and maintenance
* Proactively maintain Linux infrastructure technology for back-end services
* Collaborate with HQ IT operation engineers to plan and execute new projects and conduct technical transfer whenever required
* Maintain detailed technical documentation for team member to review, learn and retrieve relevant information effortlessly
* Continuously work on optimizing existing services and explore new technical solutions to address current and future challenges

## Requirements:

* Bachelor's degree in Computer Science, Engineering or Information Technology or related field preferred
* Minimum 5 years' of relevant experience operating in a similar role
* Strong network knowledge and hand-on experience in Paolo Alto firewalls, and other network appliances (Cisco CCNA/CCNP is a plus)
* Able to configure and optimize monitoring systems for all network devices and services
* Windows/Linux server administration experience is required
* Rich experience is providing and operating enterprise services such as Active Directory, VPN, Wireless network, NAS, etc.
* Solid experience of configuring and operating VMware and HyperV products
* Initiative, enthusiasm and willingness to learn in a fluid and fast-paced environment
* Has passion for technology and wants to make a difference with technology solutions

# Product - DevOps Engineer

## Job Description:

* Deploy source codes to Google Cloud, identifying production issues.
* Deploy and coordinate releases to Production and/or Staging environments
* Manage release cycle & processes
* Implement policies for facilitating release processes
* Track progress of released features
* Track performance of released features
* Coordinate on release issues
* Manage the versions of control system
* Experience with GKE (Google Cloud Kubernetes Engine)
* Support MySQL databases
* Perform migration for systems and databases
* Assists developers with software development and deployment procedures
* Running tests
* Perform root cause analysis for production errors

# Product - QA/QC Engineer (Tester)

## Requirements:

* 3 years experience as a DevOps Engineer or similar software engineering roles
* Experience with configuration and deployment management tools
* Experience in a public facing high-traffic environment
* Understanding of Linux / Unix system & command line interface
* Good knowledge of Go/Python
* Working knowledge of databases and SQL
* In-depth experience of Google Cloud Platform
* Google Cloud certification is a plus
* Problem-solving attitude
* Team spirit
* Google Cloud Platform
* Linux / Unix OS
* Knowledge of network & security
* Coding and Shell scripting
* Database tuning & debugging
* Understanding of Major DevOps Tools: Ansible, Docker, Kubernetes, Puppet, Chef, GitLab, Istio, ELK, Jenkins, CI/CD tool....

## Job Description:

* Evaluate and clarify product requirements. Participate in reviewing product design and work with development team to incorporate test ability requirements.
* Design test plan, test cases, test procedure to ensure accuracy, stability and security of product.
* Execute test cases for all levels in test process
* Test management: responsible for reporting, tracking and verifying tasks/ bugs.
* Work with developers to analyze and find the root cause of bugs.
* Web application validation.
* Quality driven and proactive to do what is necessary to achieve deadlines in a dynamic environment with frequent priority and changes.
* Support on building and maintaining frameworks to help performance tests, automate tests and expand test coverage in and Agile development environment (plus).

## Requirements:

* At least 2 years in software testing
* Strong in functional/ non-functional testing:
* Test technique: Equivalence partitioning, Boundary value, Decision table, generate test cases from use cases.
* Have adhoc-testing skills.
* Experience in Performance and Security testing is a plus.
* Experience in Web, mobile testing and API testing.
* Able to perform all phases in the test process (analyze requirement, create test plan/ test cases/ test reports, …)
* Programming experience in at least one modern programming language such as Python, Java, C++ or C#.
* Familiarity with automated testing tools and frameworks for client-server application is plus.
* Experience in writing code to test UIs, APIs, front-end systems is plus
* Experience in technical problem solving; root cause analysis; and data gathering, analysis, and reporting within a system/ software quality assurance discipline.
* Process strong analytical skills, with excellent problem-solving abilities
* Strong in Database queries.
* Understanding of Scrum software development methodology with practices including continuous integration and TDD.
* Learn new techniques and technologies quickly.

# Business Development - Project Associate (PMO)

## Job Description:

* Apply qualitative research and quantitative analysis to understand and improve current business processes
* Perform competitor research to suggest improvements for sellers and buyer experience
* Work together with multiple stakeholders to roll out projects
* Develop KPIs for the team and subsequently review / track these KPIs
* Analyze data and generate insights to inform new initiatives

## Requirements:

* Min 1 year experience in analytical role / stakeholder management
* Good degree from recognized university
* Proficiency in Excel
* Have a strong affinity for critical thinking, hands-on execution, problem solving, and result-orientation
* Strong stakeholder management skills
* Good team player with can-do attitude
* Passion to work in a fast-paced, ambiguous startup environment

# Business Development - Seller Management

## Job Description:

* Nurture relationships with a group of Preferred Sellers
* Create initiatives to enhance seller's performance (e.g. improve quality & push sale)
* Negotiate & promote co-operations with sellers (e.g. get the best deals for various campaigns)
* Offer packages in order to help sellers grow their business
* Track, monitor and evaluate activities of sellers
* Provide market insights from seller's' perspective, including understanding products, sellers, market & competitor dynamics
* Perform other duties as assigned by the Line Manager

## Requirements:

* At least > 1-year working experience in E-commerce is a plus (or related to E-commerce industry)
* Have basic knowledge in seller in E-commerce platforms
* Experience as sales/telesales is preferred
* Nimble, agile, able to nurture relationships with sellers and to handle the job effectively
* Proactively learn on the job, not afraid to suffer from hardship
* Diplomatic and negotiation ability
* Logical thinking and strong problem-solving skills
* Excellent written, verbal, non-verbal communication skills
* KPI-driven attitude and eagerness to adapt to the dynamic sales environment of e-commerce