



St Mary's  
University  
Twickenham  
London

Employability  
Services



### Internship Job Booking Form:

<b>Company Name and Address:</b>	Nine Mile Babies 125 Buspace Studios Conlan Street London W10 5AP
<b>Type of business (Sector):</b>	Children's Brand: Children's Books and Toys
<b>Intern Job Title:</b>	Ecommerce Assistant
<b>Internship Location: Virtual/Face to face</b>	Virtual (unless there is an event)
<b>Start Date:</b>	TBC
<b>End Date:</b>	TBC
<b>Dress Code (if in person):</b>	N/A
<b>££Salary / Hourly Rate: Paid</b>	13.85 per hour



<b>About your organisation:</b>	<p>Nine Mile Babies is a joyful, inclusive children’s brand built around the power of imagination, creativity, and belonging. Our mission is to inspire children to dream big, embrace their uniqueness, and explore the world around them through diverse and colourful storytelling.</p> <p>Rooted in the belief that every child deserves to see themselves reflected in the stories they read and the characters they love, Nine Mile Babies brings to life a vibrant universe filled with adventure, kindness, and creativity. Through books, animations, and imaginative products, we aim to nurture young minds and celebrate the beauty of every culture, background, and dream.</p> <p>At Nine Mile Babies, we believe creativity has no limits — and every child deserves a magical place where they feel seen, celebrated, and inspired.</p>
<b>Job Description:</b>	<p>We’re looking for a detail-oriented and proactive <b>E-commerce Assistant</b> to help manage and grow our online store! You’ll play a key role in maintaining product listings, supporting order fulfilment, tracking sales, and assisting in delivering a seamless online shopping experience for our customers by keeping store content new and fresh.</p>
<b>Duties and Responsibilities:</b>	<p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"><li>● Upload and maintain product listings (descriptions, images, pricing) on e-commerce platforms (Shopify, Etsy and Amazon.)</li><li>● Help manage inventory levels and update stock availability</li></ul>



	<ul style="list-style-type: none"> <li>● Support online promotions, discount codes, and product launches</li> <li>● Monitor website performance and assist in basic SEO tasks.</li> <li>● Email Marketing - to increase product sales</li> <li>● Content Creation - Digital Products and blog writing</li> <li>● Conduct regular checks for broken links, incorrect information, or outdated listings</li> <li>● Assist with planning and executing online promotions and sales</li> <li>● Support content creation for newsletters, product pages, and banners</li> <li>● Provide insights and suggestions for improvement</li> <li>● Competitor &amp; Market Research</li> <li>● Monitor competitor pricing, promotions, and product offerings</li> <li>● Identify trends and opportunities to improve product appeal</li> </ul>
<p><b>Skills and Experience required:</b></p>	<p>Essential skills –</p> <ul style="list-style-type: none"> <li>● Excellent writing skills!</li> <li>● Good time management</li> <li>● Strong organisational skills and attention to detail</li> <li>● Ability to multitask and work in a fast-paced environment</li> <li>● Proficiency in Microsoft Office and/or Google Workspace; experience with Excel or Sheets is a plus</li> </ul> <p>Desirable skills –</p> <ul style="list-style-type: none"> <li>● eCommerce Platform Proficiency (e.g., Shopify, ETSY, Amazon Seller Central, TIKTOK Shop)</li> <li>● Product Listing Management</li> <li>● Microsoft Excel / Google Sheets (for inventory, sales reports)</li> <li>● Basic HTML/CSS (optional but helpful for editing product pages)</li> <li>● Image editing (e.g., Photoshop, Canva) for basic graphic tasks</li> </ul>



	<ul style="list-style-type: none"><li>• SEO Basics for product descriptions and content optimisation</li><li>• Google Analytics and eCommerce performance tools</li></ul>
<b>Working Hours (please indicate the pattern of work you would like e.g. 1 day per week. This will need to be agreed with the student you hire):</b>	To be discussed.
<b>What can the student expect to learn from their internship:</b>	<ul style="list-style-type: none"><li>• Hands-on experience in a growing children's brand.</li><li>• Opportunities to build your portfolio with real-world projects.</li><li>• Insight into marketing strategies, brand building, and sales techniques.</li><li>• Mentorship and support from a creative, collaborative team.</li></ul>

Thank you for completing this booking form.