



Despatch Co-Ordinator



Job Description

Job Title:	Volunteer eBay Despatch Co-Ordinator
The role:	To assist in the efficient despatch of Workaid's online sales items, providing a good quality service and promoting Workaid's good reputation
Responsible to:	Development Manager
Overall Responsibility:	Development Manager

Person Specification

	Essential	Desirable
Experience		Use of eBay or other online sales sites
Knowledge	Computer literate to arrange despatch Recognition that despatch is time critical	Assessing best method of despatch eg courier, Post Office
Skills	Ability to work as part of a team and use initiative An eye for detail Good organisational skills, methodical	Use of own car
Attributes	Enthusiastic, cheerful disposition, honest and dependable. Flexible approach, pro-active Good general health as job may involve some heavy lifting Ability to follow up and deal with problems	Ability to work as a team

Key Responsibilities:

- Liaising with packing team to ensure sold eBay items are well wrapped for despatch
- Occasional packing of items yourself
- Assessing best method/cost of despatch and arranging couriers
- Taking parcels to drop off points. Use of own car would be an advantage for some drop offs
- Available for a morning, particularly Monday, other times helpful if necessary
- Act as an ambassador for Workaid, maintaining good relations with the public
- Actively support equal opportunities
- Follow all procedures, especially Health & Safety regulations
- Report any problems to the Development Manager

Notes:

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose and responsibilities of the role. It is subject to periodic review.

In addition to the contents of this role description, volunteers are expected to undertake any and all other reasonable and related tasks allocated by the Management Team.