



WORKAID – eBay Assistant



Job Description

Job Title:	eBay Assistant
The role:	To assist in the efficient running of the Workaid eBay account, providing a good quality service and promoting the good reputation of Workaid
Responsible to:	Development Manager
Overall Responsibility:	Development Manager

Person Specification

	Essential	Desirable
Experience	Use of eBay or other online sales sites	Experience of listing items for sale
Knowledge	Computer literate Ability to research items and listing categories	Special knowledge of one area of Workaid's merchandise eg tools, horticultural items or haberdashery
Skills	Ability to work as part of a team and use initiative Happy to answer questions online Good organisational skills, methodical	Take relevant photos of sale items
Attributes	Enthusiastic, cheerful disposition, honest and dependable Flexible approach, pro-active Good general health as job may involve some heavy lifting	Ability to work as a team

Key Responsibilities:

- Taking photos of items for sale
- Researching items, listing categories and preparing write ups
- Listing sale items on eBay or other online sites
- Cleaning stock as necessary or liaising with others to do so
- Assist in despatching sold items
- 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.