



Volunteer eBay Stock Assistant

Purpose of Role

The purpose of the role is to assist The Shop Manager and The Assistant Shop Manager to maximise sales of items of value through our new online project.

Main Activities/Tasks

- To assist in sorting clothes, shoe and accessories for the online shop.
- To prepare stock for sale by sizing, steaming, labelling and uploading each item onto eBay.
- To photograph items to maximise interest.
- Create eye-catching, accurate descriptions for each item by considering their brand, quality, season and size if applicable.
- Respond to customer enquiries politely and within a timely manner, supporting the shop to maintain its “feedback” status.
- To prepare stock for delivery and dealing with returns.
- To promote and apply 4Sight Vision Support’s Health and Safety Policy.

Qualities/Experience/Skills

To have a good knowledge of computer systems. To have a good knowledge of online selling processes, including paypal.

Training

Full in-house training will be given of operational procedures during your induction period.

Location

4Sight Vision Support Charity Shop based in Bognor Regis.

Hours of Volunteering

The shop is open 6 days a week, shifts are from 9am to 1pm and 1pm to 5pm. (may be flexible)

Main Point of Contact

The Shop Manager