

Job Description

Job Title: eBay Volunteer
Location: 71 High Street, Waltham Cross, EN8 7AE
Hours: 3 hours minimum per week
Responsible to: eBay Sales Assistant

Purpose

To assist the eBay Sales Assistant to generate further income for The Nightingale in proactively developing all aspects of online sales and trading to maximise sales and potential profits

Tasks and Responsibilities:

- Undertaking research on individual items
- Writing article descriptions
- Creating listings
- Photography
- Packing and posting customer parcels
- Working as part of a team
- Adhering to the Nightingale Centre confidentiality policy
- Ensuring Health and Safety Policy is adhered to at all times
- Promoting a positive image of The Nightingale and its work in the community

Applicants must:

- Be 18 years of age or over
- Have experience of how eBay works
- Have good IT skills and a good level of spoken and written English
- Be able to work with a high level of accuracy and attention to detail
- Have a smart appearance, reflecting the professional image presented by The Nightingale

All appointments are subject to a probationary period to ascertain the correct choice for both parties.