

## Job Description



**Job Title:** eBay Volunteer

**Location:** 71 High Street, Waltham Cross, Hertfordshire, EN8 7AE

**Hours:** Minimum 4 hours a week

**Responsible to:** eBay Sales Coordinator

The Nightingale team are committed to expanding sales opportunities to generate additional funds for the charity. In doing so, we are looking for a volunteer to support the Online Sales Assistant to generate further income for The Nightingale Cancer Support Centre in proactively developing all aspects of online sales and trading to maximise sales potential and profits.

We are looking for a volunteer to help with the day to day running of our eBay store and in conjunction with the eBay Sales Assistant, the main tasks include:

- Writing article descriptions.
- Creating listings
- Photography
- Packing and posting customer parcels
- Dealing with questions from buyers
- Working as part of a team.

### **The Successful Applicant will have:**

- An understanding of how eBay works
- Good IT skills and a good level of spoken and written English especially spelling.
- A logical, analytical, and enquiring approach to work.
- Ability to work with high level of accuracy and attention to detail.
- An understanding and ideally the ability to use social media

### **Personal qualities required:**

- Smart appearance
- Ability to work in a team environment
- Ability to liase with the public
- Strong customer care skills
- Physical ability to move stock
- Strong communication
- Ideally (but not essential) the ability to drive

### **Other responsibilities**

- Adherence to the Code of Conduct
- Ability to respect confidentiality
- Promoting a positive image of the Nightingale and its work in the community

- Smart and practical dress code

The Nightingale operates a no smoking policy throughout all Nightingale premises.

All appointments are subject to a 4-week probationary period to ascertain the role meets with the expectations of both parties.

If you are interested in becoming a Volunteer Receptionist for The Nightingale, please complete our Volunteer Application Form [here](#).