

Product Listing/E-Commerce Assistant

*This is an amazing opportunity for someone looking for experience, reference and community engagement. *

We are a charity company based in Wembley HA9 and we are looking for volunteers to join our team. Our online retail business has been expanding rapidly. The role will involve uploading product data on our e-commerce platform and other online marketplaces.

Responsibilities:

- *Receive and select donations;
- *Research prices and brands to apply on our donations to be sale;
- *Take quality pictures to be post on a variety of websites;
- *List items accurately with comprehensive and grammatically correct descriptions. (Title, Description, Bullet Points, Keywords, Condition Note).
- *Ensure all products are added to the relevant channel and optimized to sell with relevant category, attributes and other primary content. (Ebay, Gumtree, Vinted, Shpock, Facebook Marketplace, own Website).
- *Processing orders
- *Responding to customer queries -on all marketplaces
- *Maintain stock and load shelving with stock in our warehouse

Experience / Competencies

- *Excellent IT skills and a strong knowledge of the internet
- *Knowledge of WooCommerce would be advantageous
- *Familiarity with e-commerce concepts and practices
- *Good work ethics
- *Product listing experience

Job Types: Part-time, Volunteer

Job Location: Wembley, HA9 6AR

Reference ID: ecommerce assistant volunteer

Job Type: Part-time, Volunteer

Salary: unpaid position, however travel and lunch expenses will be covered if commuting to the office will be required

COVID-19 considerations:

All staff will wear mask and all surfaces are sanitised