

E-Commerce Lister

Non-Exempt Part-time \$9/HR
Full-time \$10/HR

Essential Job Functions:

- To assist in the overall operation of the eCommerce store, including accepting and processing donations, assisting online customers, shelving, and shipping orders.
- Efficiently post auction items online using PC system and accurately shelve listed items into inventory.
- Meet department production goals for listing items.
- Photograph items to be posted online.
- Accurately pull and package orders for shipping.
- Adhere to the established standard of quality for item descriptions and item photographs.
- Provide prompt and accurate customer service.
- Maintain and assures safety in work areas.
- Maintain cleanliness in storage and production areas.
- Adhere to all Company Policies.
- Conduct self in a courteous manner.
- Provide excellent customer service to both external and internal customers.
- Other duties as assigned.
- Highly skilled with Windows PC and operating system.

Abilities

- Must be able to multi-task, and work both rapidly and efficiently.
- Ability to calculate percentages and perform simple math computations.
- Must be able to understand and follow directions well.

Physical Requirements:

- Continuous standing, stooping, lifting to 50 lbs., bending, and grasping.
- Frequent manipulation of heavy to excessive weights.
- Continuous arm reaching, extending from body.
- Visual ability required.
- Sufficient eyesight and manual dexterity to differentiate between and classify items.
- Ability to sit for extended periods of time.