



POSITION: ECOMMERCE ASSOCIATE

REPORTS TO: THRIFT BOUTIQUE MANAGER

PRIMARY RESPONSIBILITY

RESPONSIBLE FOR ASSISTING IN THE OVERALL OPERATION OF THE ASSISTANCE LEAGUE OF PHOENIX THRIFT BOUTIQUE ECOMMERCE STORE, INCLUDING ACCEPTING AND PROCESSING DONATIONS, LISTING ITEMS, ASSISTING ONLINE CUSTOMERS, SHELVING AND SHIPPING ORDERS.

DUTIES AND RESPONSIBILITIES

- EFFICIENTLY POST AUCTION ITEMS ONLINE USING PC SYSTEM OR PHONE AND ACCURATELY LOCATE LISTED ITEMS INTO INVENTORY.
- MEETS DEPARTMENT PRODUCTION GOALS FOR LISTING ITEMS.
- PHOTOGRAPH ITEMS TO BE POSTED ONLINE.
- PERFORMS RESEARCH AS NEEDED TO PROVIDE ACCURATE AND ROBUST PRODUCT DESCRIPTIONS.
- ADHERE TO THE ESTABLISHED STANDARD OF QUALITY FOR ITEM DESCRIPTIONS AND ITEM PHOTOGRAPHS.
- RESPONDS PROMPTLY TO SUPERVISOR REQUESTS AND QA FEEDBACK.
- CAREFULLY PACKAGE AND GET ITEMS SOLD READY FOR SHIPPING IN TIMELY MANNER.
- MAINTAINS AND ASSURES SAFETY IN WORK AREAS.
- MAINTAINS CLEANLINESS IN STORAGE AND PRODUCTION AREAS.
- MAINTAINS A POSITIVE, TEAM-ORIENTED RELATIONSHIP WITH COWORKERS AND SUPERVISORS.
- DEMONSTRATES DEPENDABILITY, HONESTY, AND EFFICIENCY.
- MEETS ALL OTHER REQUIREMENTS AND PERFORMS ALL DUTIES AS ASSIGNED FOR THIS POSITION.
- OTHER DUTIES AND RESPONSIBILITIES AS ASSIGNED.

REQUIRED QUALIFICATIONS

- PREVIOUS WORK EXPERIENCE WITH ECOMMERCE OR RETAIL ENVIRONMENT, LIKE EBAY OR AMAZON PREFERRED.
- MUST BE ABLE TO MULTI-TASK, AND WORK BOTH RAPIDLY AND EFFICIENTLY
- ABILITY TO FIGURE PERCENTAGES AND PERFORM SIMPLE MATH COMPUTATIONS.
- SUFFICIENT EYESIGHT AND MANUAL DEXTERITY TO DIFFERENTIATE BETWEEN AND CLASSIFY ITEMS.
- MUST BE ABLE TO UNDERSTAND AND FOLLOW DIRECTIONS WELL.
- ABILITY TO STAND FOR EXTENDED PERIODS OF TIME.
- ABILITY TO BEND, TWIST, LIFT, AND CARRY 50 POUNDS