Bridgend Centre Job Description

**Ebay Volunteer**

**Job Advert**

We are looking for a self-motivated person to join our eBay team to assess suitability of potential items to sell, list suitable ones on the Bridgend Centre ebay account, and pack and post sold items to the purchaser.

Some of the work could potentially be done at home. You would need excellent IT skills and a good attention to detail.

We have a team of eBayers, so everyone plays their part by carrying out various tasks at the appropriate time, but a good knowledge of the process from start to finish will be useful.

**Role description:**

The purpose of this role is to put items for sale on the Bridgend Centre ebay account and send the sold items to the purchaser.

1. Selecting items for sale on ebay by researching them and their potential value
2. Taking digital photographs of items, making them look as attractive as possible
3. Adding items for sale on ebay following standard procedure and loading up photographs to the listing
4. Write creative, detailed and accurate descriptions of items
5. Select relevant postage costs and policies
6. Wrap up items securely in parcels so that they can be posted to buyer
7. Take wrapped parcels to courier pickup point or post office.

**We are looking for:**

The following qualities and skills are important:

1. Good IT skills and knowledge of the internet
2. High attention to detail and happy with repetitive tasks
3. Good research skills
4. Thorough packing skills

**Time commitment:**

This role could be filled by a number of volunteers.