

Volunteer Role Profile



Volunteer Role	Volunteer E-Commerce Dispatcher
Volunteer Manager	Online Trading Manager
Where you will be based	Other

Why we want you

Are you one of those people who LOVE Christmas present wrapping? Then we have the role for you! Martlets eBay sells all our weird and wonderful donations as well as high value items. It's a busy operation as our stock is constantly changing, with a fast turnover. Once our fabulous donations have been sold they need to be shipped to arrive safely in the buyers hands. With a 100% positive feedback record, you'll help pick, pack and dispatch our stock which could include art, jewellery, antiques, collectables and clothing/footwear.

What you will be doing

- Ensure a variety of items are packed securely and safely for global dispatch
- Organise and create pick lists to streamline the packing process
- Coordinate with couriers to book shipping and ensure timely dispatch
- Conduct regular stock takes on packing supplies to maintain inventory levels
- Handle items of varying sizes and weights with care during the packing process
- Utilise good computer skills and organisational abilities to manage dispatch tasks efficiently

The skills you need

- Good attention to detail and ability to handle items with care
- Happy to quality check own work
- Comfortable with using inventory management systems or other digital tools to track stock

What's in it for you

- A warm welcome to the team
- Comprehensive training to carry out your role
- Reimbursement of agreed out of pocket expenses
- Ongoing support and development

Disclaimer

We are committed to protecting and keeping you safe. Therefore, we have a

comprehensive selection, checking and ongoing management process in place. A Disclosure and Barring check may be necessary for this role, which we will carry out. All mandatory training must be completed, and our policies and procedures complied with.