



JOB TITLE: eBay Sales
DEPARTMENT: Online Sales
SUPERVISOR: Cinda Ness

E Cyclers of Idaho strives to maintain a standard of excellency with unmatched customer service in the industry of computer sales and electronic recycling.

GENERAL JOB DESCRIPTION

Listing electronics and components online for resale. Maintaining effective communication, organization, and highest work standards to professionally represent E Cyclers of Idaho.

MAJOR DUTIES AND RESPONSIBILITES

Listing and managing all sales online and on eBay. Leaving positive feedback on every buyer that purchases our material and every seller that we buy material from. Maintaining effective communication with buyers and sellers. Packaging and shipping all purchased material effectively, efficiently, and in a timely manner to reduce chances of unhappy or unsatisfied customers. Keeping and managing an effective inventory of listed items as well as items that need to be tested and need researched. Testing all items that can be tested and documenting who tested it, when it was tested, and how it was tested.

MINOR DUTIES AND RESPONSIBILITIES

Maintaining a clean and organized work area. Having good, direct, and effective communication with the supervisor/manager and leads in other departments. Designating and labeling specific areas to leave items that may fall under the department of online sales or eBay sales.

QUALIFICATIONS FOR THE JOB

Education:

High School Diploma or GED.

Experience:

Proficient experience with eBay and Facebook as well as other online selling platforms.

Other:

Accountability, responsibility, and respect. Good work ethic and effective communication.

KEY COMPETENCIES

Computer Skills

Effective Communication Skills

Foundational Sales Knowledge

Effective Customer Service

Willingness to learn

Data Analysis

PHYSICAL REQUIREMENTS

Occasional heavy lifting, standing, and sitting.

Signature Approved By:

Daniel Forbush

Date Approved:

9-25-2023

Date Last Reviewed:

9-25-2023

Last Reviewed By:

Daniel Forbush