

JOB ADVERTISEMENT 25/5/2022

Position – Online Sales Assistant – ReStore Kilsyth

10 hours per week including some availability on Saturdays

Reports to – Online Sales Manager

Who we are

Habitat for Humanity Victoria is a registered charity which is part of a global humanitarian organisation working in over 70 countries with a shared vision of a world where everyone has a decent place to live. Established in 1976 Habitat for Humanity is the world's number one not-for-profit provider of affordable housing for low income families.

ReStore is a social enterprise of Habitat for Humanity, which accepts and re-sells new and gently used items donated by businesses and the general public. Volunteers make up most of ReStore's great team. Funds generated by ReStore go toward supporting our various housing related projects across the state.

We are seeking a person to provide assistance to the Online Sales Manager and therefore contribute to the growth of our online sales presence and turnover across a diverse product range.

Selection Criteria

Essential:

We are looking for a person who is

- Strongly aligned with the values and mission of Habitat for Humanity and ReStore
- Enthusiastic and positive about their work
- Willing to learn new skills and accept feedback
- A good communicator with excellent people skills
- A great team player who is reliable and dependable
- Proactive and confident to take initiative when required
- Capable of working independently when required
- Able to adapt as the online selling environment evolves
- Organised and able to plan use of time efficiently
- Proficient with IT skills and familiar with social media platforms

Preferred (but not essential):

- Experience with selling new and second-hand products.
- Ability to use and be familiar with MS Office tools.

Main Responsibilities

- Respond to customer enquiries coming through Facebook Marketplace and other online platforms used.
- Manage 'holds' on sale items for customers (this involves filling out hold signs, placing items in hold area and liaising with volunteer staff so they can expect and serve the customer)
- Advertise items on Facebook Marketplace (this involves identifying items worth selling, researching and pricing items, photographing and listing item)
- Assist with maintaining the Marketplace sales record spreadsheet
- Organise postage of items as needed
- Reviewing older Marketplace ads and updating or deleting ads as necessary
- Apply online selling principles to other selling platforms if required
- Assist with general ReStore marketing on our Facebook page
- General assistance to the Online Sales Manager as needed

Remuneration

Remuneration details can be supplied upon request. There is capacity for packaging the salary to take advantage of non-taxable fringe benefits allowances.

How to apply

(depends on job ad platform requirements)

Enquiries Jenny Curtis. 8720 9200. jcurtis@habitat.org.au PO Box 487 Croydon VIC 3136

Closing date

June 15th 2022