



**Leeds, Wakefield & District Branch
Registered Charity: 232223**

**Ebay/E-commerce Sales Assistant
£6,552 per annum – 15 hours per week (2 days)**

Our E-commerce team is expanding and we are looking for a highly motivated, energetic and passionate individual to work as a Sales Assistant in our Ebay and E-commerce operations.

Based at our dedicated Ebay office in Leeds, you will be responsible for product selection, listing, answering customer enquiries and ensuring products are dispatched in a timely manner.

We are looking for someone with experience of online selling through e-commerce marketplaces including Ebay and Amazon.

The ideal candidate will have a passion for online sales, meticulous eye for detail, and great organisational skills. If you have excellent computer skills, photographing experience and great customer service skills, then we want to hear from you.

Benefits include:

Contributory Pension Scheme

Leeds based office with plenty free parking/accessible by public transport

Café on site

If you feel that you are the ideal candidate with the required skills, then please send a completed application form or send a copy of your CV together with a letter of application to: **Hannah Metcalf, Area Retail Manager, RSPCA Leeds, Wakefield & District Branch, Moor Knoll Lane, East Ardsley, Wakefield, WF3 2DX** please mark your envelope "Strictly Private & Confidential".

Alternatively you can email the completed application form or CV to Hannah Metcalf at hannah.metcalf@rspcaleedsandwakefield.org.uk entering the words "Application for the post Ebay/E-commerce Sales Assistant", in the subject line. Please ensure all the relevant information is contained in the application form or any accompanying sheets.

Closing Date: Friday 2nd August 2019

Interviews held: Monday 12th August & Tuesday 13th August 2019