



St. Vincent de Paul
SOCIETY OF LANE COUNTY

E-Commerce Specialist

Eugene, OR 97408

Pay: \$15.50 - \$17.00 an hour - Full-time

Qualifications

- Marketing: 1 year (Preferred)

Full Job Description

Job Title: E-Commerce Specialist

Department: Online Sales

Reports to: Personnel Director

FLSA Status: Non-Exempt

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

Job Summary:

The **E-Commerce Specialist** will contribute and support the online selling process. The goal is to create a consistent revenue stream by selling items online with an emphasis on excellent customer service and a fair pricing model. Ideally each member of our e-commerce team will be specialized in a key area of our core operations.

Duties/ Responsibilities:

- Responsible for, but not limited to, creating online listings using online selling platforms.
- Research and assess condition.
- Clean and process incoming items.
- Research items to ascertain sale value, model numbers, and any other relevant information in order to maximize online sales and minimize return percentages.
- Take catalog quality digital photographs
- Log items received into inventory and add the inventory in our online sales catalog
- Create unique and accurate online listings using online selling platforms. Listings are required to be accurate, detailed, and created in a timely manner.

- Reply to customer inquiries, disputes, complaints, and returns/chargebacks associated with online sites via email.
- Process sales orders and prepare outbound shipments
- Handling of precious invaluable items
- Other job duties as assigned.

Required Skills/Abilities:

- Proficient in MS Office applications, Mac, email, internet platforms and photo editing applications.
- Excellent written, customer service and problem solving skills.
- Previous jewelry product knowledge preferred but not required.
- Knowledge of books, antiques, collectibles and other consumer electronics is a plus.
- Strong attention to detail and organization
- Ability to maintain a secure working environment
- Able to research and evaluate items independently
- Punctual and reliable

Education and Experience:

- Two years customer service in a retail or online environment
- Experience with online selling platforms; e-bay, etsy, etc.
- Prior experience in still image digital photography is preferred

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times.
- Willingness to work in an enclosed, warehouse type environment

HOW TO APPLY

Please fill out a St. Vincent de Paul application and submit it with your resume. The application can be found at <https://apply.svdp.us/> or at 2890 Chad Drive; Eugene, Oregon 97408.

Disclaimer: All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunities without regard to race, color, religion, sex, age national origin, disability, or any other trait protected by applicable law.

Promotions, transfers, training, compensation benefits, and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability, or any other trait protected by applicable law.

Job Type: Full-time

Pay: \$15.50 - \$17.00 per hour

Benefits:

- Dental insurance
- Employee assistance program
- Employee discount
- Health insurance

- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Experience:

- Marketing: 1 year (Preferred)

Work Location: One location