

Part-time E-Commerce Sales Associate

Responsibilities

The E-Commerce Sales Associate position is critical to the success of ARC Broward's Electronics Recycling business. This position spans all facets of E-commerce sales including researching, identifying and creating listings and closing deals online. He/she needs to complete accurate testing and sales documentation in compliance with the company's policies and procedures. He/she needs to be self-motivated, work independently as well as in a team environment and be results driven with a knack for selling online.

He/she will interact with a variety of stakeholders including ER staff, students, customers and vendors and must always be courteous and professional in his/her interactions. A large amount of material processed through the warehouse is sensitive and the Associate must display a high level of ethics and report activity which compromises the integrity of the business. He/she must be cooperative with supervisory and administrative staff and respond professionally to their daily assignments. The Associate must display work behaviors and an attitude consistent with a safety conscious organization.

Essential Job Functions/Duties

- Test computer equipment (LCD monitors, laptops, CPUs, flat screens, etc.) and other electronics to determine and/or ensure functionality. Grade and sort equipment into designated categories by testing results.
- Records testing results per agency standard operating procedures. Prepares, compiles, and submits reports on work activities, operations and safety per procedures or as assigned.
- Preps equipment by removing labels, decals, asset tags, and/or other identifying marks in order that the equipment may be resold without prior customer information.
- Lists items for sale on eBay, Amazon and other outlets, providing a knowledgeable description of the item in addition to pictures and other pertinent information.
- Packages and ships all items as required. Maintains an adequate stock of shipping supplies.
- Practices excellent customer service. Responds to customer questions and comments in a timely manner.
- Maintains detailed reports as required to process sales, track shipments, receipt of funds, invoicing, etc.
- Keeps work area clean and orderly with an emphasis on overall safety. Keeps track of tools and equipment.
- Performs all work as scheduled by management or designee in his/her absence.

Requirements

- High School Diploma/GED
- One to three years of experience.
- Must pass criminal background check.
- Must pass physical and drug test.
- Requires general organizational skills for maintaining inventory, sorting, packing and storing items.
- Prior shipping experience is desirable.
- Possess a working knowledge of computer technology and equipment.
- Experience testing electronics.
- Working understanding of eBay, Amazon and other e-commerce sites.
- Sound written and verbal communication skills.

Hours

- Must be willing to work according to operational need.
- Up to twenty four hours a week.
- Flexible hours and days.

Benefits

Part-Time employees scheduled to work a minimum of twenty (20) hours a week are entitled to the following:

- PTO (Paid Time Off) after one year of employment
- Hospital confinement
- Tax-Sheltered Annuity Retirement Plan with generous employer contribution after six months of employment.
- Employee Assistance Plan.
- Full Service Credit Union
- Direct Deposit
- Casual Dress Fridays

About ARC Broward

ARC Broward is a nationally accredited, private, not-for-profit organization established in 1957. Our 22 different programs employ 450 healthcare, educational, and other professionals in Broward County, Florida. We serve over 1,200 children and adults with autism, Down syndrome, other intellectual disabilities as well as individuals with various other life challenges and operate three mission based social enterprises.

How to apply

- For immediate consideration submit confidential resume and salary expectations via e-mail to recruiter@arcbroward.com
- Apply in person at 10250 NW 53rd Street, Sunrise, FL.
- Learn more about ARC Broward and apply online at www.arcbroward.com
- We are a Drug Free Work Place and an Equal Opportunity Employer.