

<b>Job Title:</b>	Online Retail Associate	<b>Department/Group:</b>	Retail
<b>Location:</b>	Hightstown, NJ	<b>Travel Required:</b>	Local
<b>Level/Salary Range:</b>	Salary...	<b>Position Type:</b>	Full-time
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Date:</b>	

<b>RISE Core Values</b>	
<p><b>Community</b></p> <ul style="list-style-type: none"> <li>Put our clients at the heart of everything we do/ provides client-centered care</li> <li>Treat clients as Family, not just a number</li> <li>Work creatively with local partners to provide the best services possible for our clients</li> <li>Develops trusting relationships with clients, staff, and resource providers</li> </ul> <p><b>Compassion</b></p> <ul style="list-style-type: none"> <li>Respectful of everyone's view</li> <li>Seek to understand clients' priorities, needs, abilities, and limits.</li> <li>Actively listen and empathize with clients</li> </ul> <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>Exemplify a positive team spirit</li> <li>Ask for feedback from colleagues</li> <li>Listen and respond to feedback from colleagues</li> <li>Assist colleagues when needed</li> </ul>	<p><b>Adaptability</b></p> <ul style="list-style-type: none"> <li>Open-minded and willing to change and do things differently</li> <li>Listen and respond to feedback from clients, volunteers, and colleagues</li> <li>Willing to do what's needed on any given day, even if it is not in the job description</li> <li>Open to learning and growing and considering new ideas</li> <li>Ability to multitask</li> </ul> <p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>Open and honest with clients</li> <li>Maintain client confidentiality</li> <li>Don't make promises to clients</li> <li>Open and honest with colleagues</li> <li>Promote the reputation of RISE within the community</li> </ul>

<b>Job Description</b>
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>Research items, calculate price for different items.</li> <li>Build a customer base.</li> <li>Provide good customer service.</li> <li>Ability to judge whether an item will sell, how much it will sell for, etc.</li> <li>Take charge of packing, shipping, and labeling items.</li> <li>Take photos of items and post them to EBay, along with descriptions of the items and listing price.</li> <li>Ensure the item is delivered safely to customer.</li> <li>Careful record keeping.</li> </ul> <p><b>PREFERRED SKILLS AND QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>Interpersonal skills are critical to create and maintain a positive, optimistic, happy environment for customers and staff.</li> <li>Patience and focus.</li> <li>Flexibility and adaptability.</li> <li>Good judgement skills.</li> <li>Organizational skills.</li> <li>Social media skills.</li> <li>Business and marketing skills.</li> <li>Experience with online retail is required.</li> </ul> <p><b>ADDITIONAL NOTES</b></p>

Last Updated By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Contact:	Name	Email:	