

extraordinary
people,
extraordinary
work

St Nicholas
Hospice Care

A Registered Charity No. 287773

PERSON SPECIFICATION

Post:	Ecommerce Assistant
Department:	Retail

	Essential Criteria	Desirable Criteria
Basic Education / Training	<ul style="list-style-type: none"> • Good IT Skills 	Previous experience using eBay, Amazon, Ecommerce tools
Knowledge/ Skills/Ability	<ul style="list-style-type: none"> • Data Handling • Ability to work as part of a team • Previous administration experience, including dealing with external enquiries. • Parcel packing experience 	Previous experience in a retail or Ecommerce environment
Background/ Record of Achievement	<ul style="list-style-type: none"> • Excellent organisation skills • Good administration skills • An eye for detail • Excellent written and Verbal communication • Experience of working in a customer environment 	
Qualities/ Attributes	<ul style="list-style-type: none"> • Able to work to targets • Able to work in a busy environment • Work unsupervised 	
Other Requirements		