

Task Description

Volunteer Dispatcher – Online Sales Office

Why do you need me?

You will play a vital role working alongside the Online Sales Manager to provide an outstanding Customer experience through the efficient packing and dispatching of all online orders, in order to raise funds for Hospice Services.

What will I be doing?

- Accessing database and printing orders
- Picking and packing orders
- Dispatching orders using on-line mail account
- Ordering packaging materials.

What skills will I need?

- Confidently use a PC at a basic level
- Attention to detail
- Drive to create an excellent customer experience
- An organised methodical approach
- Able to work on own initiative
- Working as part of a team.

What support will I receive?

- Full training
- Induction
- Ongoing support from the Manager and fellow volunteers.

What will I gain from my volunteering?

- Work experience
- Work based reference (qualifying period applies)
- Opportunity to meet new people
- Opportunity to learn new skills
- Positive working environment
- Ability to see your work translate into money raised for the Hospice.