

## JOB – EBAY

### Ebay Site Maintenance/web site maintenance

- Add, modify or remove items as required

### Sales

- Check for sales at least daily
- Mail purchased items
  - If purchased from website or other, adjust counts on Ebay
  - Include shipping statement, thank you card
  - If order is \$50 or more, include a card set from Barb
  - If shipping via Ebay, it will include tracking
    - If more than one item, package and weigh; fill in and print shipping label.
  - If from website, you must weigh and pay postage
  - Charge your own Paypal account for postage
  - Fill in feedback
  - Fill in inventory sheet
  - Fill in postage sheet (for tracking and reimbursement)

### Inventory

- Do periodic physical inventories and adjust inventory sheet for any differences
- Order more items when levels get down
  - Order flags from Precious Pets if Renaud
  - Order flags through Barb if not Precious Pet on line
- Consult with Barb to eliminate items that are slow sellers
- Consult with Jackie for any concerns on Collars and Leashes
- Order envelopes, tape and other misc items needed on line (I usually use Amazon but others if I can get it for less)

### Postage

- Issue Postage bill to Rescue, Edu and Club at the end of each month to get your reimbursement.

### Misc.

- Take flags and other items to events, inventory upon return

