



*The*  
*Boleskine House*  
FOUNDATION

**Merchandise Manager**

The Boleskine House Foundation SCIO is looking for a skilled administrative assistant to help manage our merchandise programme. Familiarity with Google, Wordpress, PayPal, Stripe, Ebay, and local and international courier services is a plus. We are looking for a commitment of 3-5 hours per week.

**Job Specifications:** Process orders generated through Woocommerce in Wordpress and Ebay into a shipping manifest for Royal Mail Drop & Go. Package, label and ship sold items once a week. Coordinate with customers on special shipping requests and items as needed. Provide customers with tracking information as needed. Address and resolve all logistics and shipping issues regarding merchandise. Coordinate with the Chief Marketing Officer and the board of trustees on new products to offer supporters.

Eligible candidates must be prepared to comply with all policies and procedures of The Boleskine House Foundation and agree to terms of volunteer appointments, including agreements to code of conduct and non-disclosure agreements.