



Fair Trade Cards Web Shop Manager – Little effort for a good pay and a great cause!

Would like to earn money from your house while doing something good for underprivileged Peruvian teenagers? Keep reading, then!

THE COMPANY

FairMail is a *World Fair Trade Organization* certified social enterprise based in Germany that sells cards and postcards made with pictures taken by a group of underprivileged Peruvian teenagers. 50% of the profit of the company goes to the teenagers and it is used to fund their education and to support their families.

THE POSITION

We are currently looking for a manager for our web shop. Through our webshop (<http://fairmail.info/products/cards>) we sell cards and postcards to clients from all over Europe (mostly Germany and Holland). The duties and responsibilities of the webshop manager are:

- Receiving the orders from clients
- Printing the invoice that is automatically generated by our website
- Shipping the cards and the invoice to the client
- Taking care of stock: placing orders from our German and Dutch publishers when cards are out of stock
- Make regular inventory

QUALIFICATIONS

The person in charge of the webshop should:

- Have room to stock the cards in a dry place (2 medium-size cupboards)
- Have a printer to print invoices
- Be familiar with Excel (preferable)
- Have an independent and structured way of working
- High availability (as orders must be shipped in between 1-2 working days after receipt of payment)

WHAT DOES FAIRMAIL OFFER?

- A well-implemented web shop that has been fully and successfully running since 11 years.
- The existing stock of cards that amounts to a purchase value of 3.500 Euros, NO INVESTMENT REQUIRED HERE.

PAY

This is a part-time job that implies a 3/4-hour weekly commitment. The pay is based on commission on the sales, so it varies according to the amount of orders that we receive. Approximately it ranges from 10€ to 12€ per hour.

WHY SHOULD YOU APPLY?

- Good pay for a great cause.
- Total flexibility in working hours.
- By running the FairMail webshop you actively contribute to the mission of FairMail which means providing underprivileged Peruvian children the possibility to fund their education