



JOB DESCRIPTION

| Position Title: OAXRAY VA | |
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| PAYSCALE: TIER 1 | |
| Key Responsibilities | Brief Description of Duties |
| <p>Experienced Virtual Assistant with Specialized Skills in OAXRAY, Basic Customer Service, Data Entry, Email Management, and other General Administrative Tasks</p> | <ul style="list-style-type: none"> ● Compare prices of items from various websites ● Check the Sales Rank, Net Profit, and ROI ● Filter and sort options to factor customized costs and discounts ● Produce a complete buy list of profitable items ● Find Amazon Sources to Dropship and/or Sell on eBay ● Create shadow listings (items which do not have a sales rank) and locate items which currently do not have any seller in Amazon ● Locate items and itemize per area and check its availability in the store (Retail Arbitrage) |
| <p>Key Qualifications</p> | <ul style="list-style-type: none"> ● Must be proficient with MS Office Suite (Word, Excel, PowerPoint) ● Proficient with Google Suite (Docs, Sheets, Gmail, Calendar) ● Good spelling, punctuation and grammar ● Excellent English communication skills (written and oral) ● Time management skills required ● Ability to work as part of a collaborative team remotely ● Candidate must be very organized and detail oriented ● Candidate must be service driven with excellent customer service skills ● Creative problem solver and highly adaptable to client needs ● At least 5 years customer service experience required ● At least 2 years of college or vocational course required ● Previous experience as an Administrative VA is preferred |
| <p>Technical Requirements</p> | <ul style="list-style-type: none"> ● Computer Processor is at least Dual Core (for both primary and backup computers) ● Computer Memory/RAM is at least 4GB (for both primary and backup computers) ● Computer Operating System is at least Windows 7 ● Both primary and backup internet connections should be running on a 3Mbps plan or higher with at least a download speed of 2Mbps ● USD headset with noise cancellation feature ● A quiet work environment |



| Core Competencies | |
|-------------------------|---|
| Key Competencies | Performance Standards/Results |
| Effective Communication | <ul style="list-style-type: none"> ● Presents information both clearly and concisely and regularly confirms correct interpretation of information. ● Very high standard of communication skills both written and oral for the presentation of facts and ideas. ● Written communication must be clear, concise, and easy to read and comprehend. |
| Organization of Work | <ul style="list-style-type: none"> ● Demonstrates the ability to handle several projects simultaneously. ● Implements the key principles of time management, task allocation and priority assignment in addition to personal organisation. ● Continually seek ways to improve the service provided via development of professional skills and personal growth. ● Initiates and responds to suggestions for improving service. |

| Position Requirements / Selection Criteria |
|---|
| Essential Knowledge, Skills and Abilities |
| Extensive computer and internet literacy |
| High Speed Internet Connection |
| Highly Proficient in English Language |
| Available to work on US business hours |
| Long term commitment |
| Proficiency with advanced Microsoft Office applications including Word, Power Point and Excel |
| Attention to detail and a high level of accuracy in all output |
| 5+ years prior experience in a customer service role |
| Must be able to work with minimum supervision |
| Open to ongoing training |

IMPORTANT NOTE:

Check out ["Open Positions"](#) for more details on all Tier 3 positions available. Fill out ["Join Us" form](#) to start the application process.