



JOB DESCRIPTION

Position Title: Product Sourcing VA	
PAYSCALE: TIER 1	
Key Responsibilities	Brief Description of Duties
<p>Experienced Virtual Assistant with Specialized Skills in Product Sourcing, Basic Customer Service, Data Entry, Email Management, and other General Administrative Tasks</p>	<ul style="list-style-type: none"> ● Finding profitable products ● Compare prices of items from various websites ● Check the Sales Rank, Net Profit, and ROI ● Use tools such as FBA calculator and Amazon Product Researcher, Dropshipping Toolbox, and Repricer tools ● Email list building ● Product Researching in major US retailers and Product Listing in Amazon and Ebay. ● 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 a Product Sourcing 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 ● 10 Mbps Primary Internet connection is preferred, minimum of 3 Mbps is allowed. Backup Internet connection should be running on a minimum of 3Mbps. ● USB 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, PowerPoint 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