



## JOB DESCRIPTION & COMPENSATION PACKAGE

<b>Position Title: Product Sourcing VA</b>	
<b>PAYSCALE: TIER 1</b>	<b>Full Time: \$500/Month, Part Time: \$250/Month</b>
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"> <li>● Finding profitable products</li> <li>● Compare prices of items from various websites</li> <li>● Check the Sales Rank, Net Profit, and ROI</li> <li>● Use tools such as FBA calculator and Amazon Product Researcher, Dropshipping Toolbox, and Repricer tools</li> <li>● Email list building</li> <li>● Product Researching in major US retailers and Product Listing in Amazon and Ebay.</li> <li>● Filter and sort options to factor customized costs and discounts</li> <li>● Produce a complete buy list of profitable items</li> <li>● Find Amazon Sources to Dropship and/or Sell on eBay</li> <li>● Create shadow listings (items which do not have a sales rank) and locate items which currently do not have any seller in Amazon</li> <li>● Locate items and itemize per area and check its availability in the store (Retail Arbitrage)</li> </ul>
<p>Key Qualifications</p>	<ul style="list-style-type: none"> <li>● Knowledge of online arbitrage strategies, tools and chrome extensions is required</li> <li>● Must be proficient with MS Office Suite (Word, Excel, PowerPoint)</li> <li>● Proficient with Google Suite (Docs, Sheets, Gmail, Calendar)</li> <li>● Good spelling, punctuation and grammar</li> <li>● Excellent English communication skills (written and oral)</li> <li>● Time management skills required</li> <li>● Ability to work as part of a collaborative team remotely</li> <li>● Candidate must be very organized and detail oriented</li> <li>● Candidate must be service driven with excellent customer service skills</li> <li>● Creative problem solver and highly adaptable to client needs</li> <li>● At least 5 years customer service experience required</li> <li>● At least 2 years of college or vocational course required</li> <li>● Previous experience as a Product Sourcing VA is preferred</li> </ul>
<p>Technical Requirements</p>	<ul style="list-style-type: none"> <li>● Computer Processor is at least Intel Core i3 (for both primary and backup computers)</li> <li>● Computer Memory/RAM is at least 4GB (for both primary and backup computers)</li> <li>● Computer Operating System is at least Windows 7, MAC OS/X , Ubuntu (Linux)</li> <li>● 10 Mbps Primary Internet connection is preferred, minimum of 3 Mbps is allowed. Backup Internet connection should be running on a minimum of 3Mbps.</li> <li>● USB Headset with Noise Cancellation Feature</li> <li>● A quiet work environment</li> </ul>



Compensation Package	
Rate Per Hour	<ul style="list-style-type: none"> <li>Tier 1 VA - \$2.89 per hour (Full-Time Base Salary: \$500/month)</li> </ul>
Full Time	<ul style="list-style-type: none"> <li>160 hours a month or 40 hours a week</li> <li>Paid every Wednesday via PayPal</li> <li>PayPal Fee is paid by company</li> </ul>
Part time	<ul style="list-style-type: none"> <li>80 hours a month or 20 hours a week</li> <li>Paid every Wednesday via PayPal</li> <li>PayPal Fee is paid by company</li> </ul>
Work Shift / Schedule	<ul style="list-style-type: none"> <li>Fixed or Flexible schedule - depends on what works for you</li> <li>Some projects allow various working hours throughout the day</li> <li>Let us know what your preferred working hours are and we'll match you with the right client</li> <li>We have clients from the US, UK, HK, AU, NZ, etc.</li> </ul>
Trainings	<ul style="list-style-type: none"> <li>You will have a Company Trainer to ask about any challenges you face in your daily tasks</li> <li>We have specific skill sets you will be required to learn – easy stuff</li> <li>It is expected you will be constantly improving your education</li> <li>Access to additional training programs you can do in a self-study environment which will increase your base pay if your contributions help build our company</li> </ul>
Holidays	<ul style="list-style-type: none"> <li>US statutory holidays are followed and paid (Christmas Eve, Christmas Day, New Year's Day)</li> <li>Earn 1 paid day off every 6 months work</li> </ul>
Bonus	<ul style="list-style-type: none"> <li>Performance based bonus</li> <li>Paid out annually on December 15th</li> </ul>

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

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