

Von: Marah Farley <chual0jru@yahoo.com>
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An: balazs@moongate.hu
Betreff: Job opening , ID \ (C13087132154051L3592N)...

Greetings,

THL, an American luxury stock organization, is currently hiring an administrative assistants/sales support representatives within Europe to work from home, to develop sales force and bring more conveniences to our operation dedicated to physical persons, entities, and organizations worldwide. Such vacancy focuses on the control of daily, weekly and monthly targets and special projects pertaining to the sales support for sales in your country. Primary actions are:

- Serve the Sales Department in a ground role performing special projects, data entry and other tasks as given
- Maintain tracking spreadsheet for purchases and payments
- Create common administrative operation including circulation of correspondence, managing purchase cases and costs reports etc.
- Email correspondence daily

Hours: You can take full time or part time position. Your timetable can be flexible.
For part time - you will have to spend on average 3 hours per day,
Monday-Friday.

Pay: Base pay for part time is 1,700EUR per month plus 5% of commission for each successfully completed transaction with a client.

Location: This is a home based position. Business discussions will be by means of Internet. During training/trial period help may be provided by phone.

Experience: You need to have a PC, Internet access, Excel, basic knowledge of english and motivation.

Costs and Fees: There are NO expenses at any time for our agents. All fees connected to this business are covered by the company.

Further Hiring Process: Please send your resume to: Beata.Emmons@thl-job.com.

In your email please mention if you want a part-time or a full-time position. After reading the replies submitted we get back to successful applicants only. We then suggest the chosen candidates a position in our entity on a trial period for one month. During this trial period you will be gaining training and online support while working and being paid. Upon finishing the trial period, your manager can recommend continued employment, extension of trial period, or termination. After the trial period your fixed compensation will increase. E-mail any questions and your resume to Beata.Emmons@thl-job.com

Thank You,
THL Team