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POSITION SUMMARY

The role is to plan, perform, and finalize purchasing process for the company's international clients. In this role, you would be responsible for sourcing and purchasing Services and Goods from multiple locations; purchase the highest quality merchandise at the lowest possible price and in correct amounts; research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history. Position is responsible for picking up different items from vendors, item inspection, and from time to time preparing for shipping. Shipping duties are not involved with the exception of small orders with a weight less 10lbs. Shipping can be done from the vendor directly or by using appropriate shipping service (UPS, FedEx, USPS).

The position has flexible schedule and you must be able to work under minimum supervision. You must be flexible to accept work assignments in different ways: by email, by phone. Perform all other duties assigned by the Supervisor as required.

We issue you a W2 form for the wages paid in the year. Benefits package is explained below. As a new employee you need to work a certain length of time before you become eligible for benefits, including vacation time and other paid time off. You'll need to finish your probationary period before you begin to earn paid vacation time and your benefits package starts. Long-term employees are rewarded for their loyalty with additional vacation time.

5 days sick leave; 28 days of paid vacation per year.

GENERAL DUTIES

Ordering/Purchasing.

- 1. Identify, select and purchase merchandise from assigned Purchase Order. Order goods and items from specified vendors.*
- 2. Responsible for pick up of all items from the order. Purchase goods according to provided by company (by your supervisor) order or instruction. Process all purchase orders on a daily basis to ensure they are correctly completed.*
- 3. Maintain accurate purchasing records for your report about completed order.*
- 4. Maintain the status of all open purchase orders and changes, including delivery dates, cost, quantity and/or pre-pack information.*
- 5. Negotiate pricing, terms and conditions of sale, and warranties of goods and products with key suppliers and vendors. Manage a purchase budget provided by company.*
- 6. Source vendors and local stores when necessary. Check availability and identify a time for all products purchase.*
- 7. Daily review of all purchasing.*

Order Pick up/ Receiving.

1. *Responsible to pick up the Purchase Order items from local stores/vendors to ship items to the client.*
2. *Drive to find products from one place to another.*
3. *Check merchandise with a Purchase Order to ensure correct product quantity and type. Visual inspect the products you are going to purchase.*
4. *Prepare product for shipping as needed: purchase boxes, packaging material like "impact protection" materials and "void fill" materials.*
5. *Report about completed purchase through sending "Purchase receipts" copies to your supervisor in scanned form.*

SHIPPING

Position requires the ability to lift up to 20lbs.

You will:

1. *Ensure product/packages are labeled.*
2. *Ensure accurate and timely shipping of customer orders.*
3. *Ensure that customer orders are correctly purchased and dropped to the shipping carrier in a timely manner.*
4. *Fill out paperwork as required.*

Shipping and packaging are not your main responsibilities. Shipping may be from time to time required if order is small and has to be shipped with urgent delivery.

The company pays for shipping and insurance.

PROBATIONARY PERIOD

Your first 2 weeks, as a company's employee, are indicated as a probationary period. During this term the Company is going to get a full picture about your skills, abilities and potential volume of work. At the end of probationary period, we clearly see: the time you can perform the order; the order type that you can do best; how accurately you complete each assignment; how many orders you can done at month.

Probationary period Objectives:

1. *Provide new employee an overview of the ordering, purchasing, shipping process.*
2. *Provide new employee an understanding of Purchasing and Shipping Process.*
3. *Provide new employee an overview about financial operations: work transactions; cash flow; wage payments; commission rate; reimbursement program; preparing financial statements.*

You responsibilities during probationary period include managing of purchasing and supply chain process. The role includes buying different Goods and Services from local stores by order information provided from company. The purchase must be done by using the company's

finances. The company pays for items from the budget given in your hands. You receive the money prior to the purchase.

You will perform your main activities autonomously by following a clear instruction from supervisor. You will be given a detailed Purchase order Instructions about vendor, pricing, items' description, packaging details, shipping information. This information will be provided from your personal supervisor.

General work scheme

- 1. step 1 – receive a PO (purchase order) information from your supervisor.*
- 2. step 2 – get a purchase budget from company.*
- 3. step 3 – complete pre-purchase products research, price and shipping term negotiation.*
- 4. step 4 – complete the order purchase.*
- 5. step 5 – submit a report about purchases.*

The probationary period goal is a job volume you can handle to create your personal Work Plan. The primary goal is to verify information from your resume and gain additional information concerning your basic qualifications for the job such as: problem solving, analytical, communication skills, enthusiasm, initiative, willingness to lead, adaptability.

You are required to complete 8 (eight) orders as a minimum to receive your 1st salary. It is the minimum which allows us to understand how clearly you fit the position.

After your probationary period we will be able to supply a company's Credit Card to work constantly. It's a corporate business card under company's name. The card is not connected to your personal credit and your personal information. It's a company-payment card, the employer picks up the tab for all company sanctioned charges and pay them fully. The employees need to have their working expense reports and job-related shopping charges filed and submitted to management on time.

Corporate credit card would be issued after your 2 weeks probation period. Company-imposed limit on corporate credit card is calculated after 2 weeks period and depends on your two-weeks results; total orders value at the end of probationary period. Therefore, it is in your best interest to work well and get as maximum as you can.

PURCHASING PROCESS DETAILS

The order information and order details you will receive from your supervisor. The Purchase Order (PO) information contains: items name; quantity; description (Model, Product Features, Specifications, Accessories); price (which the company is looking for).

The purchase order should be done in a term which you will be informed by your supervisor instruction. Each order has its own time frame to be done. Most of order must be done during 1-2 business days. The time frame will be indicated by your supervisor.

The order performance instruction will be given along with the purchase order details. You are required to provide the purchase receipt copies to your supervisor as a confirmation that order is done correctly. You should be able to provide the receipt by email in scanned form.

Widespread GOODS for probationary period you'll be working (we start from small and simple orders):

- 1. Laptops: Laptops, MacBooks, Netbooks, Laptop Accessories (Additional Packages, Batteries & Power, Cases, Mice & Keypads).*
- 2. Computer's Components: PC Memory, Hard Drives, Sound Cards, Motherboards, Processors, Video Graphics, Cards.*
- 3. Computer's network equipment and components, Routers, Networking Accessories, Wireless Networking, Modems, Gateways, VoIP.*
- 4. Audio and Video systems: Audio Systems & Components, Home Theater Systems, Portable Audio, Car Audio, Marine Electronics, iPod&MP3 Players, Speakers & Headphones.*
- 5. Cameras & Camcorders: Digital Cameras, Digital SLR Cameras , Lenses, Camcorders, Memory Cards & USB.*
- 6. Video Games & Gadgets: PlayStation 3, Xbox, PSP, Wii, PC Gaming, Accessories (Gaming Furniture, Controllers, Cables & Networking, Batteries & Charges).*
- 7. Burglar alarms and components.*
- 8. Security systems and components.*

Most of purchases must be done locally by using your local retail stores like: BestBuy, Apple Store, Walmart, Home Depot, Radio Shack, Office Depot/OfficeMax, AT&T store, Safeway store, Target , 7- Eleven (if you have it in your town) , Costco etc.

You can use the stores suggested by company or source your personal vendors and suppliers.

SHIPPING PROCESS

In order to effectively manage the process, purchase orders PO shipping will be done by using different shipping resources.

We are shipping business to consumer, business to business, wholesale, retail and the right partner is priceless. Most of orders (80%) must be picked up from the vendor/supplier and just small part (20%) from your home. Big size and multiple quantity orders are going by selected shipping service. They will pick, pack and ship for you.

The company or employee determine the shipping strategy for each particular PO. You will be given shipping forms to use, which are paid, filled and have an insurance. Company has corporate accounts with different shipping services like USPS, DHL, FedEx, UPS and smaller ones. All packages are normally going under company's name. Deliveries shall be made as specified.

The PO from time to time has to be shipped by employee. You are responsible to package items for shipping. You will be given the money to buy packaging material (boxes, bubbles, adhesive / sticky tape, wrap material and other) and instructed how to package items due to their destination. Some of items are going to one place and should be packaged in one box together, some of them are going to be shipped separately, in few separate boxes. The packaging materials

(boxes, protection material) type will be indicated each time you receive the particular PO instruction. The employee ships PO with a minimum order amount or minimum

The employee ships PO with a minimum order amount or minimum number of items.

You should complete the shipping process by supervisor's instructions in time and in correct way.

ADDITIONAL BONUSES and COMMISSIONS

*Each complete PO (purchase order) gives you a commissions as an **additional** income to your **2 weeks' salary**. Your supervisor calculates the commissions amount from each order regarding to the Company Commission Rate listed below. The commission amount depends on the single money transfer in your hands.*

You are required to complete the order in time to get the commissions paid. If you miss a time frame given for the order and have no cause for delay, then the commissions from current order will not be paid. The company's goal is provide products faster than other companies. We make money if we are able complete the client's order quickly. Each order has a time to be completed and you have to finish your assignment in time.

The commissions are going to be paid plus to your salary as additional paycheck/direct deposit once in 2 weeks period.

The commission % amount depends on purchase order total price. Commission % calculation according to the PO Price.

From \$1,500 until \$1,999 1.5%

From \$2,000 until \$3,999 2%

From \$4,000 until \$5,999 3%

From \$6,000 until \$7,999 3.5%

From \$8,000 until \$16,999 4%

From \$17,000 and more 4.5%

Please ask your supervisor to explain the commission program if you do not understand it correctly.