

# Custom Parts Limited

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## **Basic Job Description**

### **Overview**

We have operated a mail order business in the Car customizing field since the early 1990's. Over the past 3-4 years we has built up a large amount of surplus new, partly used, and simply unneeded stock.

We have listed some of this on ebay as an efficient method of selling these items but do not have the time needed to dedicate to the task. As such we require a person to carry out this task for us. The position is anticipated to be full time, and although the initial task is to clear the surplus stock, the plan is very much to make the position a permanent one, offering new items from our own company and bought in items thereafter.

### **Duties**

The person will be responsible for organizing the entire operation, which will include cleaning the dusty items, photographing them on one of the company digital cameras, writing the listing, and uploading this to ebay.

Photos are hosted off-ebay due to costs, and this will need to be carefully administrated.

A basic knowledge of HTML or Frontpage etc is helpful in making the listing look more presentable. Ebay listings are prepared, filed, and uploaded using Turbo Lister.

The successful applicant will also be responsible for ensuring that questions from interested ebayer's are answered promptly, and items sent the day of payment.

From personal experience I would anticipate it being possible to prepare and list between 20 and 30 new items every day. After these have been entered into the system re-listing is a very easy task.

### **Long Term**

The long term objective is to build a profitable ebay shop for the sale of items that we manufacture and others that we have access to which can be bought in.

### **Terms**

Wages will be Minimum Wage for age at the beginning with a bonus commission of 5% of the profit from the items (listing fees/cost price deducted).

Our operating hours are 9.00am to 6.00pm