

PART TIME ADMINISTRATIVE ASSISTANT TO START

ADMINISTRATIVE MANAGER IN 2-4 YEARS

PLEASE - MUST HAVE TRACKABLE ADMIN EXPERIENCE TO APPLY !!!!

2nd Time Sports is a new and used sports equipment company. We buy, sell, trade and rent. Mainly "ball" type and snow sports. We have been in business for 11 years. Our customers are individuals, families, schools, teams and leagues, and the semi pro football teams (mens and womens).

Our atmosphere is very casual and we interact with our customers. Although the atmosphere is light hearted and one of my favorite sayings is "it's not brain surgery", we are very dedicated to taking care of our customers.

Having accurate information is an essential part of having a profitable and well run company. Your role would begin with getting the backflow of paperwork current, with my help, and then I would like to transition up to the point where you would become the hub of information and knowledge. Your role will become essential and you will be compensated going forward. However it will be 90 day probation to begin and then at 9 months a review for any increases.

While we may not pay the most, we do include some perks. Those include free rental (snow, volleyball, golf, etc), wax & tunes, and cost +10% on any items in stock or standard order. We are flexible! If you want to rearrange your schedule to go camping or family or whatever, that is easily done. If you are a skier or snowboarder we have vendor days that you can participate in. The only time we may not be able to accommodate is if we are out of the store. On occasion we will ask for you to fill in for one or both of us and work a full day or two. Do you want to learn something that could help the store, we can talk about 2TS reimbursement. At 30 hours a week we have insurance available, paid or unpaid is unclear until then. Holiday compensation and paid vacation determined by average hours.

Your opinion and input matters! Give it 30 days and then tell us any ideas on how to do something different or better or ???? Constructive criticism is an opportunity to improve something we couldn't see.

*If we mutually agree that you **may** want to work here, I will give you current and past employees to talk with to help in making the right decision for both of us.*

Opportunity for growth is definitely available and up to you. Eventually I will want to semi-retire and will need a Manager. That position will be full time and more set hours in 2-4 years.

So, please, when you are answering the questions on the questionnaire be honest with yourself and us. We are seeking a long term employee that becomes part of our "2TS Family". If you are happy working here, we are happy to have you here!

ADMIN DUTIES

1. Purchase Orders logged and tracked. Match and check acknowledgements for correct product and prices. Take Packing Lists and do the same. Match and check to Invoices.
2. Log any Backorders. Contact vendor and track new ship date. Ask me or Chuck if they want to cancel. If so, cancel order and print copy . File in Vendor File.
3. Any damage to incoming product. Take pictures, get order info and file claims. Track and respond with Vendor. If no resolution within 2 weeks, involve AA.
4. Learn the POS and Payment system. With help, finish the Manual. You will work with A and myself when ever there is a problem to learn how to resolve. Eventually this will be your responsibility.
5. You will become the BackUp phone answerer, if the sales guys are busy. Answer any easy questions, take a message if help needed.
6. Apparel Orders - once it is an order you will track from the Vendor, check that an Special Order is made and that it is closed with full payment. I will place the order for now, create the SO in the POS and collect payment. Later you may do the SO and collect CC info for downpayment.
7. Order Tracking - any Special Order will be followed up by you until completion - with AA help. Updates weekly or bi-weekly depending on project.
8. POS clean up. We have old info that can be removed. We will work together on each project.
9. The POS glitches sometimes. We have to check daily for any problems and fix.
10. Customer Loyalty Program - learn and present to me. We haven't done this before.
11. Flow customer contacts into GoDaddy and ACT weekly.
12. Track any sales "campaigns".
13. Keep samples organized according to sport.
14. Update Sales sheets for price changes.
15. Follow up on any correspondence or project as asked by AA. An example is getting quotes for the window pictures. You may be asked to call and schedule 3-5 possible vendors. Then after they have met with me to follow up via email to get their quotes. Once the project is approved you will be the one tracking progress.
16. Vendor Book - keep current
17. Customer Files - update in Act. They are categorized and any correspondence tracked.
18. Order office supplies. Create a list of what and who we get it from.
19. Produce a Manual for your position.
20. Clean bathroom. I also do this. Seems the guys hands are broken....or their sense of cleanliness.
21. Email and text sending for promotions.
22. All paperwork goes through you. If something is needed you will get with me.
23. Keep me organized.

ADMIN ASST POSITION

You MUST have at least 2 years in Accounts Payable or Receivables and Admin experience.

PLEASE understand we will only respond to people who fit that criteria.

Email this completed page to 2tsManager@gmail.com

Name _____ Cell Phone _____

1. What are your top 5 skills that would fit this position?

2. What makes you thrive in your job?

3. Put in order from 1 to 5 the 5 top criteria of importance in your job? (1 most important)

Work hours _____ Flexibility _____ Enjoyment _____ Money _____ Advancement _____

Being Valued _____ Atmosphere _____ Benefits _____ Accomplishment _____ Acknowledgement _____

4. What is your minimum wage required? _____

5. What is the minimum hours desired? _____ Maximum? _____

6. What hours/days during the week would you *want* to work?

Mon _____ Tues _____ Weds _____ Thurs _____ Friday _____

7. What motivates you in your job?

8. We all have things that bug us about work, what are yours? Please understand this is to help make certain we are a good match for the long haul. We can work around most things.

9. This starts as a part time job for admin. However, I want to transition to 3-4 days a week over the next 2 years. Would you be willing to take on more responsibilities and hours to become the Manager?

10. On occasion we may ask for you to work other hours and / or a weekend. Mainly when Chuck and I go on vacation or to a business meeting. Would you be willing to do so? _____