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VIRTUAL ASSISTANT CHEAT SHEET

by Renae Christine

Renae

VIRTUAL ASSISTANT CHEAT SHEET

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The assistant timer software Renae uses - cupcaketrainings.com/timer

How Renae pays her assistants - cupcaketrainings.com/transferwise

The app Renae uses to communicate with her assistants on a daily basis -
Slack.com

The app Renae uses to task out assignments to her assistants -
Asana.com

The screen recording software Renae uses to show her assistants what she's talking about.
(Helps language barriers) - cupcaketrainings.com/snaggit

The tool Renae's assistant prefers to run Amazon - cupcaketrainings.com/amztool

The tool Renae's assistant prefers for online arbitrage - cupcaketrainings.com/arbitool

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***Disclaimer** - Renae is an affiliate for one or more of the items on this list.
That's how she's able to make free video tutorials for you.

RENAE'S OFFICIAL JOB POSTING

We're looking for an Amazon FBA Wholesale expert. --Not private label.

ABOUT US:

<https://youtube.com/renaechristine>

REQUIREMENTS:

- Must have experience with Amazon FBA.
- Must be able to manage the entire Amazon Seller account without getting us banned.
- Must be able to follow through with customer service and keeping customers happy.
- Must keep spreadsheets of product research, orders, fees and profits.
- Must complete 40 hours each week using Time Doctor app

WHAT WE PROVIDE:

- Starting pay 20,000/month salary (**NOTE:** Equivalent to \$30k USD)
- 50% profit split with all profit made above \$2,000/month
- Pay on the 1st and 15th of every month
- 1 week bonus pay upon hiring
- Two weeks paid vacation each year
- National holidays off, paid
- 13th month bonus (starting in December 2020)
- 10% raise each year (On anniversary date)
- Flexible hours - Choose your hours
- Work from home

WHAT YOU PROVIDE

- Must have your own working computer
- Must have high speed internet
- 40 hours of work each week
- Must be willing to learn and take assignments
- Must perform some virtual assistant duties
- Must communicate through Slack and Asana apps
- Must perform well as a team
- Must meet deadlines 100% of the time

HOW TO APPLY

Message me with:

1. Amazon FBA wholesale experience (not private label)
2. Any Amazon courses you've taken
3. Your favorite Amazon Selling tools/software
4. If you have successfully signed up for wholesale/distributor accounts previously
5. If you have a list of previous wholesalers/distributors from previous bosses (you don't have to reveal the list right now)
6. SkypeID for possible interview.

RENAE'S OFFICIAL INTERVIEW QUESTIONS

How are you this evening?

Tell me about yourself and your family.

You said you've taken the _____ course. I haven't taken that one. How do they teach finding good distributors? Do you know how to find more and get new accounts? Or do you just use a list of favorite distributors from a previous employer?

If hired, could you tell me the criteria from the _____ course and also the criteria from your previous employer and give me your opinion on which is better? I haven't found a criteria for our company yet.

Do you have other full-time employment right now?

Do you have experience with Amazon FBA shipping? You know how to order from distributors and fill out Amazon FBA shipping information and getting products into the warehouse?

Have you ever sent an order to a warehouse to be repackaged for Amazon FBA then sent into Amazon FBA?

Do you know private label as well as wholesale?

Do you have a problem using softwares for communication like Slack and Asana?

Do you have a mobile phone to install Slack?

Do you have a problem with time software? Our staff uses _____.

Do you have experience running an Amazon Seller account before? You know how to get around the account and see orders, inventory and reports?

Do you have copy and paste swipes for customer service from previous employers? Or do you need swipes from us? Or do you know how to communicate yourself with customers without swipes?

Have you ever made reports of sales and fees vs profits before?

When you do product research, do you account for all fees to determine the profit before purchasing?

Do you know how to search the Amazon Sellers forum? Have you ever looked in there before?

Are you good at googling something if you get stuck?

For your hours, you can work when you like. You don't need to give me notice. But you need to complete 40 hours a week. And if you run out of tasks, you need to let me know. Cool?

Here are some standard bonuses and policy. Are you ok with these?

- Pay on the 1st and 15th of every month
- 1 week bonus pay upon hiring
- Two weeks paid vacation each year
- National holidays off, paid
- 13th month bonus (starting in December 2020)
- 10% raise each year (On anniversary date)

Do you have a problem with starting pay of 20,000ph/month + 50% profit when we make above \$2000USD as a company?

So if we make \$7000USD in a month, you will get 50% of \$5000USD which would be \$2500USD in addition to the 20,000ph. Does that make sense?

We can be partners that way. Because you would be expected to run it almost by yourself and send me reports. Does that make sense? So you would deserve the profits above the overhead costs. The first \$2000 will cover the overhead like tools, softwares, etc. Cool?

Do you have any questions for me?

I would like to offer you the position. Do you need to think about it? Or would you like to start right away?

Oh great. Congratulations!

So what I'm going to do, I'm going to send you an onboarding email.

This email will set you up with all of our softwares and will also set up your bonus hiring pay. What email address should I send it to?

I'm excited to have you on the team. Thanks again. I'll get that email ready and I'll see you inside Slack! Congratulations again.

for more information

YOUTUBE
RENAE CHRISTINE

INSTAGRAM
@RENAECHRISTINE

VISIT
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