

MAZER WHOLESALE, INC. and SMALL BUSINESSU., LLC.: HIRING FOR ASSISTANT POSITION



I'm Andrew Mazer, and I run both of these companies from my home in Cherry Hill.

I have several "virtual assistants" around the world who do SOME tasks for me. Now, I'm looking for someone who can help my businesses grow.

Can YOU free me up to focus on the work for which my talents are best suited?

Can YOUR experience talents and skills compliment mine so we can grow these businesses and serve more people?

In business (and in life), we all have our strengths and our weaknesses. I have learned that focusing on my areas of strength is much more effective than working hard to improve my weaknesses.

Here are some of my weaknesses. Tell me how your style and experience can bridge my weaknesses and compliment my strengths.

- **Follow Up.** I'm good at communication and making sales. Because we don't always make the sale the first time, follow up is important. I'm bad at follow up. Can YOU help me with following up with prospective customers?
- **Follow Through:** I'm good at seeing and making opportunities. I'm good at creating projects which will add new customers and create revenue. I'm bad at following through on these opportunities. Can YOU help me with my follow through?
- **Delegating:** I have a small team of people who do work for my businesses remotely. They each have certain skill sets I leverage to get things done. I want to, and should be keeping these valuable resources busier than I do. My failure to delegate and outsource more tasks needs to be bridged by someone who can monitor tasks and manage projects. Can YOU help me in this area?

Please do not be intimidated by the following questions. Mostly all of this is easy to learn, and I'm good at teaching it, so if you lack certain skills or experience, it's okay. Just be honest.

- I sell 1000's of different products, from Trash Bags, to Window Blinds, to Crayons, to Floor Covering, My website is the main marketer of these products. The website is built on the popular WordPress platform. It needs to be maintained and improved frequently. I'm pretty good at this but it's easy for me to teach and outsource. Do YOU have experience with the WordPress dashboard? Do you have experience with ecommerce? Do you have experience with Search Engine Optimization?
- I use Quickbooks for inventory, invoicing, customer tracking, purchase orders, etc. are you experienced with Quickbooks?
- I write a lot of material and I also hire people to do some writing for me. Are you any good at writing and/or proof reading?
- My wholesale business receives a fair amount of phone calls each day. I love talking to customers, BUT, I'm trying NOT to talk to ALL customers. I need someone to receive more phone calls and learn to take care of the customers so I can focus on my work and only the most important customers. Do YOU like customer service?
- I ship goods all over the country via UPS and with Trucking companies. We need to acquire freight quotes and book shipments with trucking companies many times during the day. Have YOU ever done this kind of work?
- Are you experienced with Microsoft Office (Word, Excel, Publisher)?

As an experienced business owner for almost 33 years, and being somewhat of an internet marketing expert, I created Small Business U. a few years back. It's a consultancy and a marketing services provider. I have several clients but I intent to grow this business. I have a number if projects on the board to work on for this business too.

Are YOU the person who can assist and support me and help me grow my businesses? If yes:

PLEASE ADDRESS EACH OF THE BULLET POINTS ABOVE. Describe yourself and your experiences as they relate to these points. Include your resume also.

HOURS ARE ANY 4-5 HOURS BETWEEN 9:30-3:30 MON.FRI. (for now).

INCLUDE YOUR HOURLY OR WEEKLY WAGE REQUIRMENT.

Send your response and resume to info@mazerwholesale.com.