



Windows Live™ Hotmail

**RE: job opportunity**

From: **Mark Lohnie** (mlohnie@hotmail.com)  
Sent: Wed 8/01/07 9:53 PM  
To:

Hello,

Thanks for your response to the posting... We are looking to employ a work at home financial assistant/secretary who'll handle billing and handle a full inventory of monthly billings, payments and activities routed through him/her.

We sell electronics games and other consumer electronics online, you can go to <http://mlohnie.en.ecplaza.net> you will see our mini page where my products are listed and which has been a worthwhile and lucrative business, so you know I run a real business. I am still in the process of uploading more pictures of our products.

We should be handling the whole business on here but having a local secretary handle payments and having many hands on deck has it's advantages, I travel a lot and when a buyer wants to make a purchase when I'm on company errand he/she has to hold on till I return to place an order, on the long term, the effect is our customers start sourcing for other suppliers so having a secretary always at hand has it's numerous advantages, we have lost too many deals due to this and I'm trying to put an end to it. I was working with another mobile secretary but we had to relieve her of the post due to inefficiency and low work output.

We have stores in Seattle, WA. and West Jordan, Utah and we sell products mostly here in US and in Canada. The best form of payment is via a traveller checks and money orders. Varying from buyer to buyer, most of the buyers we work with are those we've previously handled successful transactions with, new buyers are verified by me so you have nothing to worry about.

The general idea is, you receive the payment from buyers according to their preferred mode of payments directly from the individual buyer, in your mail and have them cashed at your bank. You send the payment to our

suppliers/vendors when I need you to, or directly to the company and your pay is 8% of the amount sent to you. An average transaction is \$2,500.00 and upwards.

All charges during cashing, sending of payments and transaction completion will be deducted from the balance after you've gotten your pay and not deducted from your pay so your pay is fixed on the amount cashed per transaction. If you can handle as many as 3 transactions per week, but you'll be handling one initially to see how efficiently you can carry your tasks out and complete transactions, on 3 transactions you're sure of nothing less than \$500 weekly. The hours are flexible and you can decide when you wanna work, I don't need you online 24/7 just online on a daily basis and check your emails regularly.

Working with me will also not disturb your other jobs as I require that applicant have easy access to the net, be reachable easily and respond promptly instructions and e-mails sent.

<http://by117w.bay117.mail.live.com/mail/PrintShell.aspx?type=message&cpids=2d0e4cfd...> 8/23/2007