

We wish to employ the service of a work at home financial assistant/secretary who would handle billings and full inventory of monthly billings, payments and activities routed through him/her on behalf of Benartex Inc. I work with (www.benartex.com) as the Recruiting Supervisor and where we sell our brand of fabrics and garments made from unique materials online. I require the services of a company assistant/secretary to help with payments, provide customer support services and keep records of ongoing transactions. I have to be very mobile, as I need to import and export a lot of selective and unique interior designs on the request of our customers as the best of them are actually produced in Europe. We have a store in New York City, NY

We sell our products mostly here in the US and in Canada. 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 best form of payment is via a Certified Cashier's Checks and Money Orders as they are readily available and since payments come from a wide range of consumers these means is an easy option for those that prefer the old fashioned cash means and money order way of transaction.

As a financial assistant/secretary, your work is pretty simple and straight forward with flexible working hours. 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 10% of the amount sent to you from individual buyer.

An average transaction from a buyer is worth \$1,700.00 and upwards. All charges during cashing, sending of payments and transaction completion will be deducted from the balance after you've gotten your pay. If you can handle as many as 3 transactions per week, though you'll be handling one (1) initially to see how efficiently you can carry out your tasks and complete transactions. On 3 transactions you're assured of making 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 only have easy access to the net, be reachable easily and respond/carry out instructions sent as soon as possible. Kindly indicate your interest in the position by sending me your full contact details in the format below.

Hope to hear from you soon.

Full Names...

Physical Address (PO BOX NOT ACCEPTED)...

City...

State...

Zip code...

Age...

Occupation...

Cell Number...

Home Number...

Email Address(Pry & Sec)...

Kind Regards

Recruiting Supervisor,

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www.benartex.com