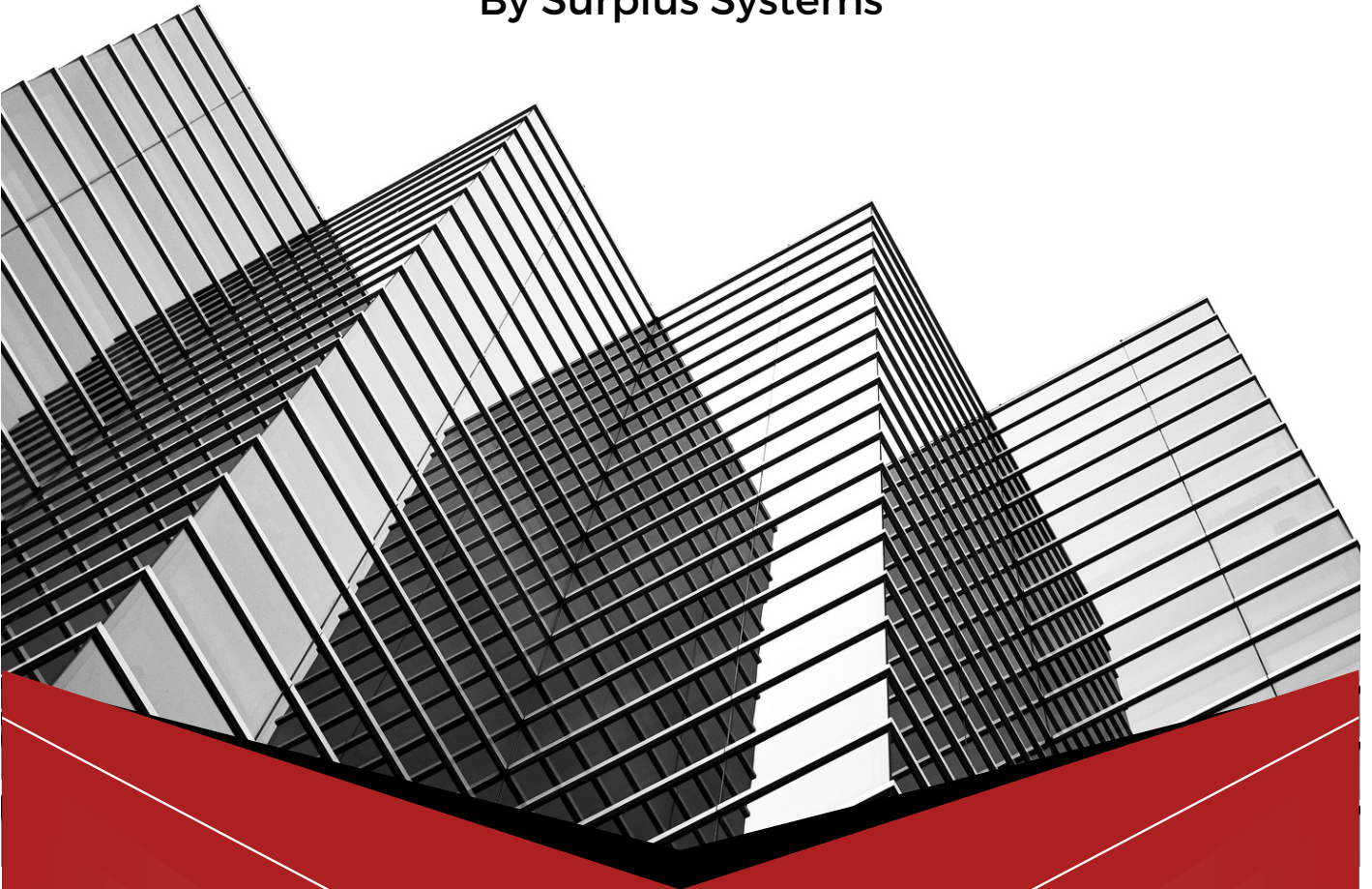


# Hiring Ad For VA



By Surplus Systems





Wanted – Energetic, organized virtual assistant with a personal computer and a high-speed Internet connection that can work remotely. Applicant should have a positive can-do attitude, be proficient in all Microsoft Office applications, and must have good written and spoken English. This job starts at \$ (Fill in hourly pay) per hour and offers bonuses. Applicant should be well organized, must complete tasks on time, and be computer / Internet literate with the ability to conduct research.

If qualified, kindly email the following:

- Cover letter with your overall qualifications, skills, and experience
- Updated Resume
- Skype ID
- Email Subject Line: Virtual Assistant- (your name)

Seeking SuperStar Cold Caller/ Virtual Assistant that loves busy work and learning and is flexible, adaptable, and self-motivated.

We are a real estate investment company specializing in recovering surplus funds from foreclosures and unclaimed funds that the customer is unaware of.

Responsibilities/Duties include but are not limited to (Mainly) Successful cold calling recommended 2 years of any cold calling and preferably 2 years of sales experience. Prefer real estate experience/Surplus Funds/Tax Overage.

Successful track record of appointment setting/closed deals with a goal of closing 5-10 contracts per week. Text, call, and email. Could you communicate with the homeowner by cold call, text blast, and email? Offer services and see if they would like more information.

Transfer warm or hot leads by phone, text, or email. Answer incoming calls with the goal of closing. A script/training will be provided. Opportunity for additional bonus/commissions