

Title: Online Sales Office Lead
FT/PT: Full Time (40 hours per week)
Pay: Hourly (\$17-20)
Schedule: Days M-F
Start Date: August 2, 2021



Biotech Bargains is a growing online sales business in West Sacramento, CA specializing in laboratory equipment, glassware, and other supplies. We purchase inventory from laboratory closures and the surplus of pharmaceutical companies. We then sort, research, photograph, and list items on eBay.

We're looking for a qualified individual to organize the creation of eBay listings, manage customer service, and fulfill orders through packing and shipping. No specific experience is required—anyone with excellent computer skills and an attention to detail will succeed. As we enter our tenth year in business, we are especially interested in a team member committed to the continued growth of our operation.

Primary Duties

- Sort and inspect incoming inventory
- Gather and analyze pricing data
- Use GarageSale on Mac OS to create listings
 - Write effective titles and descriptions for listings
 - Photograph products and perform basic photo editing
- Individually label and store products
- Assist customers in person, over the phone, and online
- Prepare orders for shipment including many fragile items

Required Qualifications

- Excellent computer and Internet skills
- Ability to work independently
- Attention to detail

Additional Qualifications

- Experience packaging and shipping products
- Experience with Mac OS
- Experience selling on eBay
- Familiarity with laboratory glassware and equipment

Benefits

- Employer-paid medical, dental, and vision coverage for the employee only

- Paid personal and family sick leave
- Paid holidays and vacation time

For any questions about the position, please email Ben at info@biobargs.com.

To apply, please send a cover letter specific to the position and résumé to info@biobargs.com.