



**Job Description: Treasure Sales Specialist**  
**Part-Time, Hourly**

**SUMMARY**

This position is responsible for tasks related to giveaway and selling of personal property on behalf of JMPO clients. Most tasks can be conducted remotely, but occasional site visits are expected. Professional demeanor, language and communication are expected at all times.

**DUTIES AND RESPONSIBILITIES**

Duties and responsibilities may include, but are not limited to:

- Online local sales, including posting ads, responding to inquiries and confirming buyers/takers
- Auction catalog editing
- Packing items for shipping
- Emailing private sale and auction notifications to JMPO contacts
- Collecting payment from sales and Recording sales results
- Driving to shipping locations and handling packages being shipped by Federal Express, UPS or USPS
- Follow NAPO Code of Ethics, in particular to uphold client confidentiality. Information may only be shared within the company as needed for the execution of tasks
- Accurate time logging, including taking breaks as required by state law
- Meet with admin team weekly
- Attend mandatory JMPO team meetings
- Policy adherence and development, including upholding the standards set in the Employee Handbook
- Other job duties and responsibilities as assigned, related to the primary job function

**COMPENSATION and ALLOWANCES**

Wages for this position are \$20.00 per hour. No medical benefits are offered. SIMPLE IRA participation available to qualifying employees.

Reimbursement for mileage over and above 25 miles from home base is available. Reimbursement for bridge tolls is available. Reimbursement for cell phone data use is provided.

**QUALIFICATIONS AND SKILLS**

This Specialist must have experience with local online sales using platforms such as Craigslist or Facebook Marketplace. Must have the ability to track multiple listings and respond to inquiries via electronic devices. Good team coordination and communication skills are essential via text, email and our project management software. This position must work independently and effectively collaborate with team members and other persons involved in client projects as needed. This individual must have good command of English spelling and grammar.

This Specialist is regularly required to talk, hear, walk, sit, and use hands. The employee is required to reach with hands and arms, hold items and balance, stoop, kneel, and/or crouch. Employees must be able to climb stairs. The employee may occasionally lift and/or move up to 30 pounds.

This Specialist must be proficient in using personal computers and smart mobile phones and in learning new applications. This employee must be able to prepare and edit documents and spreadsheets on Google Drive and be able to use photo sharing applications and Google calendar.

### **Education and/or Experience**

High School Diploma.

### **Hours and Locations**

Employee must have reliable transportation. While most work can be conducted from a remote location, some driving will be required to JMPO main office, storage units, destinations in and around Campbell and San Jose. Work hours are flexible between 8AM and 8PM, Monday-Friday, and range from 10-20 hours/week.