



**Description:** Online Sales Associate; Data Entry for e-Commerce

**Job Purpose:** Enters data and maintains records of e-Commerce items for use at [www.dnwoutdoors.com](http://www.dnwoutdoors.com). Assist with other online selling platforms used by DNW Outdoors.

**Job Duties:**

- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Prepares item data for use with database for e-Commerce.
- Edits item data to adhere to e-Commerce guidelines.
- Maintains data entry requirements by following data program techniques and procedures.
- Maintains operations by following policies and procedures; reporting needed changes.
- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Works with online sales team to keep all selling platforms updated with current inventory.
- Help with keeping online sales warehouse daily operations running smoothly, including but not limited to pulling/packing orders, stocking, organizing, and cleaning.

**Skills/Qualification:** Organization, typing, data entry skills, attention to detail, confidentiality, thoroughness, decision making, independence, analyzing information, results driven, team player

**Notice:** All employees are hired on temporarily for the first eight weeks. During this period, your job performance will be evaluated. If we feel you are not performing your job to our satisfaction, you will be dismissed.

# APPLICATION FOR EMPLOYMENT

## Online Sales Associate

### Personal Information:

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

### Education:

HIGH SCHOOL ATTENDED: \_\_\_\_\_

GRADUATED: YES NO

COLLEGE ATTENDED: \_\_\_\_\_

GRADUATED: YES NO

BUSINESS/TECHNICAL SCHOOL ATTENDED: \_\_\_\_\_

GRADUATED: YES NO

**Former Employers:**

List your last four employers, most recent first. Please note month/year hired and last month/year worked for each job.

Start date:	End date:	Employer:
Job title:	Pay rate:	Reason for leaving:

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Job title:	Pay rate:	Reason for leaving:

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Job title:	Pay rate:	Reason for leaving:

Start date:	End date:	Employer:
Job title:	Pay rate:	Reason for leaving:

ADDITIONAL COMMENTS ABOUT FORMER EMPLOYERS:

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MAY WE INQUIRE AT YOUR PRESENT EMPLOYER? YES NO

DATE YOU CAN START: \_\_\_\_\_ SALARY DESIRED: \_\_\_\_\_

**References:**

Name:	Address:	Phone number:

**General:**

LIST SKILLS AND EXPERIENCES YOU HAVE IN DATA ENTRY:

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LIST SOFTWARE YOU HAVE WORKED WITH IN DATA ENTRY EXPERIENCES:

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LIST YOUR SPECIFIC SKILLS YOU FEEL QUALIFY YOU FOR THIS JOB.

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EXPERIENCE WITH E-COMMERCE ENVIRONMENT? YES NO

IF YES, EXPLAIN:

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HAVE YOU BEEN CONVICTED OF A MISDEMEANER OR FELONY? YES NO:  
IF YES, EXPLAIN:

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**Authorization:**

I AUTHORIZE INVESTIGATION ON ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OF INFORMATION IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES, BE TERMINATED AT ANY TIME WITHOUT CAUSE AND WITHOUT ANY PRIOR NOTICE.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_