



EMPLOYMENT OPPORTUNITY

Commercial Liquidators of America is growing again. We currently have an opening for the following position:

Full Time Office/Support Position:

Responsibilities: Work closely with Office Manager managing databases, data entry for auctions, data entry for mailings and sale settlement, and anything else that needs to be done. Applicant would also be responsible for staffing and management of auction concessions. This is a full time position. Basic hours are 8-4:30, but in some cases overtime & weekend hours will be mandatory.

Skills: This position will require a person who has the ability to be flexible and work independently, be a quick learner, and work in a fast paced environment. If you like doing the same thing day in and day out you will hate this job. Applicant **MUST** have basic computer and customer service skills. Previous auction experience is helpful but not necessary. Must pass drug test, have clean driving & police record.

Pay: Wage commensurate with ability. This is a stable full time position. This is an excellent opportunity for an individual who wants to learn the auction business working for a stable, established company.

References: Send resume w/ references and contact info to Carolyn@clofa.net or fax to 317-632-3945. If resume does not include references w/ contact information it will **NOT** be considered. No phone calls please.

If this opportunity will not help you we would appreciate it if you would forward this to someone who might.