

From: Kate Gatarie <kate.aribagroup@gmail.com>  
Date: Wed, Dec 16, 2015 at 2:44 PM  
Subject: Virtual Administrative Assistant Job Description.  
To: [student@cedarville.edu](mailto:student@cedarville.edu)

Dear [Your Name Here](#),

I am looking for someone that can be prudent and reliable to work very well with good understanding as a Virtual Administrative Assistant. This position is home-based and flexible, working with me is basically about instructions and following them so you have to be easily reachable as there could be some urgent assignment that is needed to be done and no special skill is required, you will be trained if necessary. My only fear is that I may come at you impromptu sometimes, so I need someone who can be able to meet up with my irregular timings. Working with me will also not disturb your other jobs, (If you have any) as I require that you only have easy access to the internet and phone so as to respond/carry out your assignments efficiently.

Primary Responsibilities:

- \* All activities and corresponding time are to be recorded in excel spreadsheet.
- \* Planning and scheduling meetings and appointments.
- \* Conserves executive's time by reading, drafting letters and documents;
- \* Researching, and routing correspondence; initiating, collecting, analyzing information and reporting back to me through email or phone.
- \* Data management.
- \* Acting as an alternative telephone correspondence while I'm away and when needed.

Basic wage is \$400 Weekly.

My name is Kate Gatarie, I am an Operating and Business Development Officer at Ariba. Ariba is an SAP company. Every day, we help our customers find opportunities to cut costs, reduce risk, and grow revenue through better collaboration with trading partners. We enable that collaboration through the Ariba Network — a cloud-based community where you'll find buying, selling, and managing cash to be as easy as using Amazon, eBay, and PayPal. We facilitating business transactions in over 170 currencies. So as one of the payment processing departments under the Ariba Network, every transaction made through our administration's link, we make a 20% or more profit. Meanwhile. I am a business consultant also apart from working for Ariba.

Due to the nature of my job, as a busy professional family woman and my frequent traveling so I need someone to handle few task on my schedule when I'm not in town, every instructions will be given to you via email and phone. You will be working for three days a week and four hours each day at least.

Kindly Let me know if you're still interested and I'm willing to offer you \$400 weekly with a reasonable sign on bonus. Please, you are required to answer these questions below to the best of your knowledge.

- \* Have you ever worked as an administrative assistant in the past?
- \* Are you taking this as a primary Job?
- \* If you want to make this your secondary job (how many hours does your primary Job take?)
- \* Do you have professional reference?
- \* How many hours are you willing to devote to work for us?
- \* What do you understand by Privacy & Code of Conduct?
- \* Explain petty cash transactions?
- \* Describe yourself?
- \* Are you willing to give your best shot?
- \* Your alternative email address?

I will be expecting your prompt response.

Sincerely,

Kate Gatarie,  
Operating/Business Development Officer  
Ariba Group. Inc®

Note : You are working for Kate Gatarie and not directly for the company I work for but this position is more about administrative than personal assistant.

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From: Advanced Micro Devices <advancedmicrod@gmail.com>  
Date: Wed, May 13, 2015 at 7:10 PM  
Subject: Re: JOB OPENING  
To: **student**@cedarville.edu>

AMD is a well established Private Evaluating Firm, Our Primary Business is to provide exceptional Customer Service Evaluation.

Our company is solely responsible for hiring survey agents and recommending them to our Clients. The clients are companies that have a wide network of businesses across America. Most of our clients have retail outlets in major cities across America. What your job (Survey Agent's Position) entails is to conduct surveys at any of our client's retail outlets assigned to you. You will be patronizing their business and conducting a survey at the same time which mostly is in regards to the customer relationship which their staff offer.

We will therefore like to offer you the position as a survey Agent to conduct customer service surveys in your area.

Your Job will involve you providing feedback to us about the customer experience at any client's locations. Companies use this survey for many reasons. During a typical survey session, you will make observations at a specific store/office, restaurant, or other types of location, while acting like an average customer.

A typical survey report will include

- 1) How long it took you to get services.
- 2) Smartness of the attendant.
- 3) Customer service professionalism.
- 4) Staff's attention to details/orders, retentive and listening skill.

Most companies employ our expertise when people give complaints about their services, or when they feel there are needs for them to improve their customer satisfactory service. Your Identity would be kept confidential as a safety measure. You will receive \$400 on each survey you conduct at any time for any of our clients, and with the number of clients we currently work with, you could be conducting as much as 5-10 surveys weekly, which will earn you between \$1200-\$2400 weekly. That means you can earn about \$78,000/year doing part time.

Our clients include:

McDonalds:Starbucks:Dunkin'Donuts:Washington Mutual:ACME Check Cashing:Chase  
Financial:Walmart:MoneyGram America:Victoria Secret:Dell America Western Union America:FTD  
Florists

No commitment is involved, no start up fees and you would have flexible working hours.

If you are interested, kindly email me your full name, address and phone number, so that we can add your mailing address to our Regional database.

First name.

Last name.

Address ....(No P.O Box)

City, State, Zip Code

Cell phone Only

Alternate Email:

Kind Regards,

Morgan Davis

Hiring Manager

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From: mysteryshop online <mysteryshoponline062@gmail.com>

Date: Monday, April 6, 2015

Subject: JOB INTEREST

Your resume was forwarded to me from your school career center in response to an employment/job vacancy. Kindly get back to me at your earliest convenience if you are still looking for an opportunity to pursue.

Regards,  
Cleon Myers  
Hiring Manager

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**Here is the scam where a student has taken the bait and almost got taken for a ride, where they would have been out several thousand dollars. Follow the correspondence:**

----- Forwarded message -----

From: Advanced Micro Devices <advancedmicrod@gmail.com>

Date: Tuesday, March 10, 2015

Subject: Your 1st Task.....

To: **student**@cedarville.edu>

Dear **Your Name Here** ,

We are very happy to inform you that a payment has been sent to you via FEDEX courier service with tracking #773083759300. You will receive it this morning. As soon as you have the check, proceed to your bank to get it deposited then make an instant withdrawal of the funds so as to be able to proceed with your assignment as a Survey Agent. All you need to do is go to the nearest Wal-Mart and carry out your evaluation by recording any flaws noticed during your shopping time at the store. Deduct \$250 for your salary and \$50 shopping costs to be spent at the Wal-Mart making it the sum of \$300 you will be deducting, when you are done proceed to the nearest western union location around you. Please have it at the back of your mind that no staff of the store you are evaluating should know you are a Survey Agent. You will write a report about their customer services then you will send us your report via email , you are to use the following pointers to prepare your report :

1)How long it took you to get services.

- 2)Ambiance/Outlook of the Shop/Outlet.
- 3)Smartness of the attendant.
- 4)Customer service professionalism.
- 5)Reaction of personnel under pressure.
- 6)Information that you think would be helpful.
- 7)Your comments and impressions.

Below is the name and address of the next Survey Agent whom you have to transfer the rest of the funds to so that he/she can continue with his/her evaluation . Be aware that western union is going to charge you a token to get this money sent, deduct the western union charges from the balance you have with you after you must have deducted your own commission and get the remaining transferred.

#### Next Survey Agent's Information

Receivers name- Shaina Lei Agcaoili  
ADDRESS: 8135 Sw Apple Way  
CITY: Portland  
STATE: Oregon  
ZIP CODE: 97201

As soon as you are done with the transfer and evaluation get back to us with the details below:

1. Sender's name and Address as used to fill the western union form.
2. Total Amount sent
3. Money Transfer Control Number #.
- 4.Evaluation Report

Send me a copy of the western union transaction and the evaluation report as soon as you are done with the transfer.

I will wait to hear from you.

Remember, we don't accompany you to the shop, so what may seem apparent to you may not be so obvious to those who edit your report. Paint a clear picture of the scenario of the visit.

Best of luck in your shopping adventures. It can be fun and rewarding sometimes in other ways than monetarily.It's nice to know that any efficient applicant will be rewarded for a job well done. It's also great when you see improvement over time which proves that your work is worth the effort.

Kind Regards,  
Morgan Davis  
Hiring Manager

On Wed, Mar 4, 2015 at 12:48 PM, [student@cedarville.edu](mailto:student@cedarville.edu)> wrote:

Please let me know what the next step here is. I am back in Dallas and look forward to hearing more about this opportunity.

On Tuesday, March 3, 2015, [student@cedarville.edu](mailto:student@cedarville.edu)> wrote:  
Feel free to contact me by phone as well.

On Tuesday, March 3, 2015, [student@cedarville.edu](mailto:student@cedarville.edu)> wrote:

The information you have is correct. I am in Iowa visiting my brother at the moment but have no problem getting to Walmart for a survey.

On Tuesday, March 3, 2015, Advanced Micro Devices <[advancedmicrod@gmail.com](mailto:advancedmicrod@gmail.com)> wrote:

Hello Survey Agent,

Thank you for your swift e-mail response , Your information has been accepted and imputed into our database. Your assignment shall be as follows;

FIRSTLY:

You are to shop at Wal-mart and give a report on customer service, quality of product, and cleanliness of the establishment. I hope there is a Wal-Mart store in your area. Money will be provided for you to shop.

SECONDLY:

1. You will also ascertain the ease of sending the balance to the next survey agent from Wal-Mart.
2. You will also be paid a commission of \$300 for each assignment.
3. We are going to send you a check or money order for the assignments.
4. You are not to use any money from your pocket.
5. I need you to confirm the following information below,

Full name: **Removed**  
Adress: **Removed**  
Cell phone: **Removed**  
[student@cedarville.edu](mailto:student@cedarville.edu)

Note: PLEASE ALWAYS MAKE SURE YOU ARE ALWAYS CLOSE TO YOUR PHONE TO ANSWER IT AND ALSO CHECKING YOUR EMAILS REGULARLY BECAUSE THIS HAS A LOT TO DO WITH COMMUNICATION.

After shopping at Wal-Mart, you will send the balance to the next survey agent through an instant money transfer service so as to ascertain the ease of on-line and instant transfers as against check and money orders. Adequate information will be provided as to where to send the balance as soon as payment arrives.

Let me know if you can handle this. I await your reply.

Kind Regards,  
Morgan Davis  
Hiring Manager

On Mon, Mar 2, 2015 at 4:56 PM, [student@cedarville.edu](mailto:student@cedarville.edu) wrote:

As a recent graduate I am always excited about finding new ways to make money. I am definitely intersted. I live within close proximity to many of the clients you listed in your email.

Full name: [Your Name](#)

Adress: [Your Address](#)

Cell phone: [123-456-7890](#)

On Monday, March 2, 2015, Advanced Micro Devices <[advancedmicrod@gmail.com](mailto:advancedmicrod@gmail.com)> wrote:

AMD is a well established Private Evaluating Firm, Our Primary Business is to provide exceptional Customer Service Evaluation.

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Your Job will involve you providing feedback to us about the customer experience at any client's locations. Companies use this survey for many reasons. During a typical survey session, you will make observations at a specific store/office, restaurant, or other types of location, while acting like an average customer.

A typical survey report will include

- 1) How long it took you to get services.
- 2) Smartness of the attendant.
- 3) Customer service professionalism.
- 4) Staff's attention to details/orders, retentive and listening skill.

Most companies employ our expertise when people give complaints about their services, or when they feel there are needs for them to improve their customer satisfactory service. Your Identity would be kept confidential as a safety measure. You will receive \$400 on each survey you conduct at any time for any of our clients, and with the number of clients we currently work with, you could be conducting as much as 5-10 surveys weekly, which will earn you between \$1200-\$2400 weekly. That means you can earn about \$78,000/year doing part time.

Our clients include:

McDonalds:Starbucks:Dunkin'Donuts:Washington Mutual:ACME Check Cashing:Chase  
Financial:Walmart:MoneyGram America:Victoria Secret:Dell America Western Union America:FTD  
Florists

No commitment is involved, no start up fees and you would have flexible working hours.

If you are interested, kindly email me your full name, address and phone number, so that we can add your mailing address to our Regional database.

First name.

Last name.

Address ....(No P.O Box)

City, State, Zip Code

Cell phone Only

Alternate Email:

Kind Regards,

Morgan Davis

Hiring Manager

On Mon, Mar 2, 2015 at 12:13 PM, < [student@cedarville.edu](mailto:student@cedarville.edu) > wrote:

Hello, I may be interested in your open position. I am currently residing in **any, state**. I would love more information about this opportunity.

On Monday, March 2, 2015, Advanced Micro Devices <[advancedmicrod@gmail.com](mailto:advancedmicrod@gmail.com)> wrote:



Your resume was forwarded to me from your school career center in response to an employment/job vacancy. Kindly get back to me at your earliest convenience if you are still looking for an opportunity to pursue.

Regards,  
Morgan Davis  
Hiring Manager

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Here is another example that has floated around:

However we have vacancies for the position of Receptionist ,Office Assistant and an Accounts Officer.We are currently interviewing a couple of candidates for the position for the aforementioned positions. However, we have not sourced interested candidates for the position of the Account Officer. If you apply for that I can guarantee you the position if you are determined.Your primary responsibility as our account officer will be to handle payments from time to time from our customers.I am the head of the accounts department so I can assist you whenever you need more tutoring or information about the position.The form of payments from our customers usually come in check payments and bank transfers so its your choice to let us know which option suits you.I started from this level we are offering you so I can assure you that if you take the job seriously and are enthused in whatever tasks you are assigned you will be successful and promoted to a higher position in no time.Your starting salary will be between \$5,000-\$10,000 before tax along side company benefits on a monthly basis and you can make as much as \$1,000 to \$2,000 on a weekly basis.Please be aware that you can take this position regardless of your location we have customers worldwide and nationwide and the position is very flexible so in case you have another job you can still take this position .Kindly revert to me if you are interested with the following details.

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----- Forwarded message -----

From: DOLPHIN RECRUITMENT AGENCY <dorinvasilica0@gmail.com>

Date: Sun, Oct 26, 2014 at 5:11 AM

Subject: JOB VACANCY

To: **student**@cedarville.edu

Hi **Your Name**.

We are known as Dolphin recruitment agency located in UAE United Arab Emirates, we have gone through your profile via [www.linkedin.com](http://www.linkedin.com) and we been directed by LSE Alumni Association management here in UAE; ([www.lseuae.com](http://www.lseuae.com)) to announce below job vacancies and positions to

resident and non resident of UAE, if you are interested kindly send your CV resume / credentials to LSE Alumni Association HR department e mail address recruit.lseuae@alumni.com

Accountant,  
Business Development Manager,  
Marketing Manager  
Consultant Manager  
Technical Manager,  
Accounting Manager  
Wealth Management  
Relationship Manager  
Project Manager,  
Purchasing manager  
IT Manager,  
Hospitality Manager,  
Logistic manager  
Housekeeping manager  
Customer service  
SENIOR OFFICER – FACILITIES MANAGEMENT  
Officer - Regulatory Development  
Senior Specialist - Regulatory Policy– Banking  
Senior Security Officer.  
English Teacher  
HSE Officer.

Job Requirements:

2 years above experience in banking / finance, management roles, Accounting, Hospitality, HSE and wealth management,  
Managerial Positions and Evidence in Promotions and fast growth Foreign Languages: English fluent, Arabic, French, Spanish, Dutch, German, Portuguese

Best regards.

DORIN VASILICA

Airlines Tower, Khalifa Street  
P.O. Box 207, Abu Dhabi U.A.E.

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From: Aon Benfield <mathew@aonbenfeild.com>

Date: November 19, 2013 6:14:06 AM EST

To: **student**@cedarville.edu

Subject: Resume Submitted

Good day Applicant,

Aon Benfield ,is an online recruitment firm for Investing and buying properties. Our 10,000+ rentals in over 40 countries worldwide act as the driving force of our company.

The company is growing dynamically and its formation is ongoing, at this particular moment we are expanding our business area and increasing the number of property units in our database. For this reason we are widening our network of real estate agents and need more representatives in our account receivable department. We are known for competitive salaries, bonus/incentive programs and excellent benefits.

Are you interested in an environment that rewards hard work and creative contributions? If yes, then join our big family.

Duties:

- I). Sending rent payments to Landlords
- II). Receiving rent payments from customers
- III). Data entry
- IV). Deduct 10% which will be your Commission/pay on Payment processed and remit our balance to us either via Western Union Money Transfer or Money Gram

Salary:

- I). 1000USD per month. First salary you get after 30 days from the day you start working.
- II). 10% from each received rent payment processed on the same day you receive it (Business Checks/Money Orders ) . 1-4 Rent payments per week. Amount of one rent payment varies from : \$900-\$3000 .

Requirements:

- 18 years or older.
- Responsible Reliable and Trustworthy
- Available to work a minimum 3-4 hours per week.
- Able to check and respond to emails often.
- Easy telephone access.
- Computer Knowledge is a plus

We are sure this work will be interesting and simple for you. The greatest advantage of this position is its remote character and the possibility of spending only a few hours a day working while earning a base \$43,000 per year plus your commissions (up to \$ 55,000 per year).

To complete this stage of your job placement you should confirm your information by replying Our email.

FULL NAME:  
PHYSICAL ADDRESS:  
CITY:  
STATE:  
ZIP CODE:  
COUNTRY:  
HOME PHONE NUMBER:  
CELL PHONE NUMBER:  
ALTERNATIVE & BEST EMAIL TO REACH YOU:

As soon as possible our staff manager will get in touch with you and give you instructions about your work.

We look forward to hearing from you.

Sincerely,

Mr Mathew Ferguson  
619-694-5222  
Aon Benfield Inc.© 1995-2013

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NOTE: This message was sent from a Cedarville University web-based contact form.  
Neither the sender's name nor e-mail address has been validated.

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Hello **Your Name Here**,

Please email me if you can spare few hours a week and you need an extra income.  
Many people have already made their first money working online with the help of our database.  
All that you do is based online. You set your own schedule.  
The job includes mostly survey completing and data entry.  
No experience required.

Best regards,  
Zoe Roth

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Hello!

Your resume was forwarded to me from your school career center in response to an employment/job vacancy. Kindly get back to me at your earliest convenience if you are still looking for an opportunity to pursue.

Regards,  
Reginal Baker  
Hiring Manager

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From: recruiterdesk002@hotmail.com>  
Date: Tue, Sep 3, 2013 at 1:35 PM  
Subject: Customer Service Rep Position

Good Day,

Regarding our recent post, we received your resume from your Career/College service and we would like to know if you are still searching for a job/position(Full-time/Part-time/Internship),We are hiring a representative to fill the position of a Customer Service Rep. Do get back to us with your interest by emailing your cell phone number,cover letter so we can review for approval.We will be glad to get back to you with the full description of the position .Check your email box regularly for more updates and procedures.Thanks for your co-operation.

Regards,

Rakuten LinkShare Corporation®  
Samuel Jackson  
Recruiter  
HR(Department)  
(516) 945-9604

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--- On Fri, 8/24/12, Zellers Inc <zellersinc@globomail.com> wrote:

From: Zellers Inc <zellersinc@globomail.com>  
Subject: Re: Internships/Job Availability  
To: "Your name" <student@yahoo.com>  
Date: Friday, August 24, 2012, 5:28 PM

Dear Applicant,

Please read the job description carefully!

My name is Mrs Pauline Ferguson from \*ZELLERS INC\*. I source for buyers and suppliers within and outside United States at the same time so I can link them to make profits. On every transaction made through my administration's linking, I have a 20% profit. I am constantly on the move organizing seminars to bring buyers and suppliers together and that is why an Assistant is needed to complete billings, invoicing and transactions to make this medium effective. This position offers you 10% of processed transactions as they are steady and continuous with an average transaction amount of \$ 2,000.00. You can handle as many as 3 transactions in a week as most payment are made install-mentally. The pay is great enough to encourage you to work hard and efficiently while it's more than enough for me to stay in business. I travel a lot and when a buyer wants to make a purchase, he\she has to hold-on till I return, to place an order. This create a long term effect on customers and they start sourcing for suppliers on their own. The best form of payment used are Business checks and direct bank transfers as they are guaranteed funds and are confirmed and readily available on the spot. They are not the only means used but they are the best for this process. Most of the buyers I work with are those I have previously handled successful transactions with, new buyers are verified and confirmed before the linking process occurs. The mode of operation goes thus; You will be receiving transaction payments from verified buyers which will be mailed via secured courier service, You will have this payment processed and have the processed payment transferred to the suppliers/vendors or directly to the company. Your pay is 10% of the amount received from the buyer and all charges during processing will be deducted from the 90% balance. This makes your pay a fixed 10% of the total amount processed. You can handle as much as 3 or more transactions per week and on 3 transactions you're sure of earning nothing less than \$600.00 weekly. The working hours are flexible as all you will be doing is processing of transaction payments and completing the transaction to the suppliers. You will be required to check your e-mail regularly for transaction updates. Working with me will also not disturb your other jobs, (If you have any) as I require that applicant only have easy access to the internet so as to be easily reachable and respond/carry out instructions sent to them efficiently.

#### Frequently Asked Questions.

1.

Quest... Do I have to pay money to get this Job or spend my money in completing it in anyway(s)?

Ans... No! You don't pay a cent to work.

2.

Quest... Is there a training period?

Ans... No, it is a description of duties.

3.

Quest... Do I contact the buyers, vendors/suppliers or both?

Ans... No, you do not. Contacting buyers and vendors require you to have been with me for at least 6months.

4.

Quest... Is the number of transactions I can handle limited to 3(three) a week?

Ans..... Your efficiency will determine if you will be able to handle more.  
5.

Quest... Is there a pay review or the pay is fixed at 10% permanently?

Ans... Over time and transactions, highly efficient assistants get to partner with me, not in rights but in pay as we adjust and conform to a 10% per transaction pay structure.

6.

Quest...Do I handle actual goods paid for, mailings or receive anything in the mail aside the payments sent to me for processing?

Ans.... No, all you do is to process transaction payments from buyers and direct to the right department (Vendor/Supplier).

Your resume was submitted and your information filled at the time you applied . However, you will be required to show your continued interest in this position by sending the following info again.

Full Name:

Mailing Address {No P o box}:

City:

State:

Zip Code:

Mobile Phone #:

Contact Phone #:

Alternative Contact e-mail address:

Regards,

Mrs Pauline Ferguson

619-816-3864