

## **JOB DESCRIPTION**

Position: Independent Quality Inspector

Type: Home Based | Part Time | Online Office

DOT Code: 222.387-050

Basic Salary: \$ 2200 plus extra \$ 30 for every task on a monthly schedule.

Hours: 10-12/week. Flexible Schedule.

### **General**

Under the direction of the Package Insurance Dept and with safety, efficiency and customer service being a priority, the Independent Quality Inspector must facilitate the receiving and storing, moving and shipping of supplies, stock and materials, effectively managing the timely flow of order processing.

### **Company Overview**

<https://placidityinsurance.com/>

Phone 8884251253 (lines might be busy due to number of callers)

4525 Main St, Virginia Beach

VA 23462

I.R.S. Employer Identification Number 760-327-190

Commission file number 081-976520

Corporate email: [contact@placidityinsurance.net](mailto:contact@placidityinsurance.net)

### **Scheme of Work**

- Receive packages using your own address;
- Unpack and examine incoming shipments;
- Forward packages using uploaded pre-paid shipping labels;
- Maintain accurate records of items shipped and received.

### **Key Accountabilities**

1. (70%) Plan and co-ordinate transportation of materials and manage the timely flow of customer orders. While adhering to policies, procedures and regulatory requirements, facilitate the shipping and/or receiving of products to and from the stores on behalf of

customers. This would include organizing either the shipping or receipt of product or the preparation for delivery of product to and from the facility with focus on accuracy, efficiency and time management. Managing the flow of orders requires strong reliance on monitoring and co-ordination of delivery pickup and/or drop off schedules both manually and with computer programs.

2. (30%) Provide and maintain good customer service and solve problems.

As an integral part of the team, ensure that customers are highly regarded and receive exceptional service throughout the flow of order processing, including preparing loads for shipment and managing the inbound and outbound warehouse traffic. Address problems with order flow or shipping delays and quality-control issues, such as damaged or improperly packed goods, as well as day-to-day concerns with warehouse capacity and client deadlines. May include face-to-face, phone or email interactions with customers.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education**

- High School Diploma or GED
- Basic computer skills – requiring able to use a log in and password and follow simple instructions.

### **Language Skills**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Reasoning Ability**

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

### **Tasks and Duties**

- Adhere to shipping/receiving and regulatory-compliance procedures
- Comply with laws, regulations and standards

- Complete documentation such as pick lists, bills of lading, work orders and shipping orders  
using computer-based technology
- Complete daily shipping and receiving logs
- Dispatch freight for delivery and arrange for pickups
- Record shipment data such as weight, charges and damages
- Contact carrier representative to make arrangements and to issue shipping instructions and  
delivery of materials
- Rectify problems such as damages, shortages and non-conformance to specifications
- Document and escalate any customer service issues and/or shipping/receiving errors
- Assist with training of new employees