

# LOCAL HUB INSPECTOR

## POSITION SUMMARY

### YOUR TYPICAL DAY

As a Local Hub Inspector, you start your day early, around 9AM your local time. Different people have different style but it's always a good idea to start your day off by checking the scheduled assignments and incoming deliveries, so you know what to expect. You will also have tracking numbers at your disposal to better plan your day.

You must check the CRM every few hours to see if there are any delivery updates or schedule changes. However, the most crucial aspect of this job is to be available in-person to receive deliveries from carriers. We recommend you to find out routes and delivery schedules of all the major carriers like USPS, UPS, FedEx and DHL in your local area so you have a better understanding of when to expect a certain type of delivery.

After receiving a package, you'll have to inspect contents, take photographs and upload those to the customer portal. Then you will prepare the package and forward it using the provided prepaid labels. Most orders will require you to include a new packing slip prior to forwarding. It's crucial that you prepare outgoing packages exactly as instructed by the client.

All packages you process will weigh no more than 50lbs and their dimension will not exceed 30x30x30 inches. Occasionally, you may be asked to drop off packages at carriers' offices. Please retain and upload all receipts and tracking information into the system.

### DESIRED SKILLS:

- Ability to lift 30 lbs unassisted and up to 50 lbs assisted
- Self-starter with impeccable time management skills
- Prioritizing tasks as needed
- Critical thinking and attention to details
- Excellent communication skills; both written and verbal
- Basic computer skills and ability to learn new technology

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### EMPLOYMENT PREREQUISITES ARE TO:

- Be 18 years or older
- Be a U.S. citizen
- Possess/procure and maintain a reliable phone and Internet service throughout the tenure of employment
- Possess and maintain in good working condition: a computer, a printer, a digital camera (or a Smartphone camera)
- Remain discreet and safeguard the privacy of customers
- Be able to work with minimal supervision

### TERMS AND CONDITIONS OF EMPLOYMENT

All new hires start with a 30-day probationary period at Hitberg. This probationary period is designed to train and evaluate new employees. Towards the end of the probationary period, there will be an assessment to gauge your understanding of the job. The result of this assessment test and feedback from your supervisor will be used to determine if you'll be offered a permanent position at Hitberg.

Earnings during the probationary period are \$2250 USD with an additional \$50 allocated for travel reimbursement. If you qualify for bonuses for processing certain packages, those will be added to your first paycheck along with your salary and reimbursement, and it will be effected and mailed once you complete your training.

Permanent Employees receive a monthly salary of \$2500 USD at Hitberg with an additional \$150 USD allocated for travel reimbursement. Our Permanent Employees can choose between monthly or bi-weekly pay schedule; they can also elect direct deposit payment or regular paper check. Once you become a full-time, permanent employee at Hitberg, you become eligible for several benefits. Those perks come in addition to your base salary. Hitberg offers medical, dental plan and a company-sponsored 401K retirement plan. We are also proud to offer paid time off, employee discounts, tuition reimbursement and more.