



www.expressdeliverys.us

TERMS AND CONDITIONS OF EMPLOYMENT

The following outlines the terms and conditions of employment with **Express Delivery Solution LLC**. The Company reserves the right to change these terms and conditions as necessary, with due notice.

<i><u>Position:</u></i>	Shipping Clerk
<i><u>Type:</u></i>	Home Based Part Time Online Office
<i><u>Basic Salary:</u></i>	\$ 2800 plus 40\$ as bonus for each extra package
<i><u>Hours:</u></i>	10-12 a week. Flexible Schedule.

MANDATE

Under the direction of the Customer Care Dept and with safety, efficiency and customer service a priority, the Shipping Clerk is accountable to facilitate the receiving and storing, moving and shipping of supplies, stock and materials, effectively managing the timely flow of order processing.

SCHEME OF WORK

1. Receive packages using your own address;
2. Unpack and examine incoming shipments;
3. Forward packages using prepaid shipping Labels;
4. Maintain accurate records of items shipped and received.

KEY ACCOUNTABILITIES

A. (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.

B. (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 readying 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.

QUALIFICATIONS

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

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
- Complete safety reports in relation to health and safety issues
- Develop constructive and cooperative working relationships with those on your team, as well as cross-functionally

COMPENSATION

\$2800 per month if there are less than 80 packages sent. If you have more than 80 packages monthly you get paid **\$40 for each extra package**.

The first month is your **trial period**. You get paid **\$2800** for the 1st month when the **trial period is over**. After the trial period all payments will be made **every 2 (two) week**, respectively.

COMPANY OVERVIEW

For more than 5 years, high quality and quick delivery of cargoes around the world has been the main mission of our company.

We have created a convenient service for those who like shopping in the USA, who need a mailing address in the United States and a reliable partner who will undertake the consolidation of cargoes, serve your mailbox and deliver the cargoes of any size in time.

Only a well-established mechanism and competent employees help us serve our customers at a highly professional level. Large corporations and individuals residing in different parts of the world are among those whom we render the services.

Cooperating with us, you can forget that you need to monitor your correspondence constantly as our employees will do that for you. We also offer you to enjoy carefree shopping without thinking about how the purchase will get to you - we will deliver everything within the shortest time possible.



FAQ

- *Can I apply for this job, if I'm already engaged in Full-Time work?*
Yes, you can apply for this job. You will use your mailing address to receive packages.
- *There is NO any contract, membership or money that I have to pay to do this, right?*
Right, it is completely FREE for you.
- *Are there any computer software requirements?*
MS Office, Acrobat Reader
- *What should I do if a package is not addressed to me?*
Most stores send packages are addressed to our customers (with their names on boxes). You have to regulate your time in order to receive packages personally if it is necessary.
- *How do I take packages if I am not at home?*
Alternatively, you can sign or authorize a release form, whereby the carrier will leave the parcel on the doorstep, porch or elsewhere. In this you should sign it on behalf of a customer.
- *What should I do after receiving a package?*
You will receive a prepaid shipping label and instructions how to ship off the package.
- *Who pays for shipping?*
Our Company pays for postage. You will be provided with pre-paid shipping labels.
- *How do I ship item?*
In order to ship a package you should attach a pre-paid shipping label using clear tape and take it to your local USPS/Fedex office.
- *How many packages will I receive per month?*
You will receive about 80-100 packages a month.
- *How will I get paid?*
You will get paid via Zelle/Direct Deposit/Paycheck.
- *Are there certain types of items that are inspected?*
No, but most often it is electronics. (Laptops, cameras, etc.)
- *Does the job begin following the 2 day process of registering?*
Yes, it does. But it takes about 4-6 business days before your first package comes.