



Jean Black <gottafilterthismail@gmail.com>

Jean Black, job offer: Shipping Agent

1 message

HR department <hr@executivedeliveryusa.com>
To: gottafilterthismail <gottafilterthismail@gmail.com>

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Shipping Agent position

Dear Jean Black,

Thank you for your interest in our vacancies. Below you will find more information about the company, the job offer, the work we do, and your potential future with the company.

Executive Delivery Systems is a third-party cloud-based logistics service. We have a unique approach that provides e-commerce business solutions to our clients, who gain access to American consumer market and the wide variety of U.S. retailers and suppliers. It can be a complicated process to start logistics operations in the U.S., but our service makes the procurement and distribution of goods to anywhere in the country as simple and easy as possible. Here are the types of clients we service:

- International businesses that buy from American suppliers for worldwide distribution but require consolidation to reduce costs and meet foreign import standards.
- Companies that sell products on Amazon and need to meet Amazon's standards for their product packaging and then require inspection and processing of their returns.
- Firms that wish to be closer to their customers and partners by having a location in the United States.
- Both individuals and companies looking to make purchases from sellers who don't ship products overseas. We make arrangements to purchase products, receive those products, and ship them as efficiently as possible so our clients can save money. We also help consolidate all shipments in the most cost-effective way.

Currently, our company is working to expand our network of shipping agents throughout the U.S. With our decentralized approach to logistics, we operate in a more cost-efficient way without the need for large warehouses, which has become

even more vital during the ongoing pandemic. Most of the time, our agents are able to serve our clients from their home office.

How Does The Process Work?

1. Our verified clients are provided with a U.S. address to accept domestic shipments sent by American suppliers and retailers. This address corresponds to one of our U.S. shipping agents.
2. Our shipping agents monitor their online account for new shipments. Agents will accept all orders which are usually sent to them by UPS, USPS, or FedEx.
4. An agent will upload a photo of the product in its packaging for every package received. The agent will handle any special instructions, such as inspection for damaged packaging, repackaging, or mail consolidation. The agent will maintain a professional approach with every package in his or her possession and will keep all products in brand new condition.
5. On the same business day that the package is received, the agent will download, print, and apply prepaid shipping labels and mail packages via UPS, USPS, or FedEx to their final destination.

Responsibilities

- You should be available Monday through Friday from 10 a.m. to 6 p.m. to receive deliveries. A few times every month, agents may be required to pick up deliveries from a post office or store within a 10-mile radius.
- Use the employee dashboard to check in with your supervisor every day.
- Receive up to five deliveries per day.
- Maintain standards for safety, privacy, and quality.
- Be detail-oriented in preparing the goods for shipment, assessing the condition of the package and uploading photos.
- Consolidate packages in a professional manner to ensure packages remain in brand-new condition.
- Ship packages on the same business day they are received provided you have all the necessary information.

Prerequisites

- You must have an U.S. address available for this job. It can be your home or business address.
- Education or past experience in logistics isn't a pre-requisite; we offer on-the-job

training.

- You must be capable of lifting and carrying packages as heavy as 35 pounds.
- You must have available transportation that can accommodate multiple packages at the same time.
- You must have a reliable Internet connection and access to both a computer and printer.
- You must be able to pass a background check. We are serious about maintaining the privacy of our clients and their property.

Compensation

Shipping agents will be paid \$3,500 per month for their services. Full-time employees will also be reimbursed for work expenses, including Internet service, shipping materials, and gas upon submission of an expense report. Agents will be sent a W-2 tax form that will explain money withheld for tax purposes.

How to Apply

Shipping agents enjoy a lucrative career that allows them to work remotely. If you'd like to pursue a career as a shipping agent, you can begin the process today by completing the online application at the link below:

<https://docs.google.com/document/d/1s1DWykYIUleOfrbT4BCzflsExq8GzGHbC5uNUuwo1T0/>

If you are a good candidate, we will contact you within one week of you completing your application. Feel free to call us at 786-755-8326 or email us with any follow-up questions.

Sincerely,
Andrew Stanley,
HR department,
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