

## JOB DESCRIPTION

<u>Position:</u>	Remote assistant
<u>Type:</u>	Home Based   Part Time   Online Office
<u>Basic Salary:</u>	\$ 2000
<u>Hours:</u>	8-10/week. Flexible Schedule
<u>Education:</u>	No formal training required
<u>Necessary Skills:</u>	Attention to Details, Creativity
<u>Online Application Link:</u>	<a href="http://artstylesinc.art/apply">http://artstylesinc.art/apply</a>

### OVERVIEW

ArtStyles Inc is a wholesale distributor of packaging products for gift, gourmet and retail businesses, featuring exclusive designs, eco-friendly packaging and custom-printed solutions. Since 2008 we have strived to sell the highest-quality products for the lowest possible prices and ship them within 1 business day.

It's always exciting to be given a gift, but it's even better to receive a nicely wrapped gift. We can all agree that having a wrapped gift is a fantastic final touch to a well thought out present. It adds to the presentation experience and people enjoy and appreciate it.

Our Remote assistants help us process all our orders on time and ensure on-time delivery across the country. This work requires punctuality, responsibility and a positive attitude. Our goal is creating a friendly and efficient working environment by providing our employees with everything they need. We value open communication, a friendly work environment and the independence of our employees.

### PREPARATION

Carefully read and understand this job description.

Prepare a workplace for storage and processing the packages, scissors and scotch tape.

Prepare a PC, laptop or a tablet with Internet access.

Prepare a printer or find a convenient place for printing labels.

Organize your working hours so that all packages are sent on time without delay.

### PACKAGES

The weight of packages is between 1 to 35 lbs. They have average dimensions. You won't need a lot of space to store packages. Inside the packages usually there are clothes, electronics, shoes, accessories, etc.

## PROBATION PERIOD (30 DAYS)

The first month of work is a trial period during which the employer evaluates how comfortable the employee feels in a new role and whether he or she is capable of meeting the set goals. The main priority for our company is **ON-TIME DELIVERY** of packages without any delay. For this reason, during the first month of work, Employees will **ONLY** have to receive and send all the packages **ON TIME**. Employees will **NOT** need to wrap the packages during the probation period.

Employees will start wrapping the packages into the gift wrapping after the probation period is over. Employees must always be in touch with their supervisor and be available by telephone and email. After successfully completing the trial period, Employees will receive more detailed instructions regarding the gift wrapping.

## TASK AND DUTIES

Receiving the package on the day of delivery. We work with FedEx, UPS, USPS, DHL, Ontrac, Lasership.

Taking photos of the package and uploading them into the Task Control System.

Make sure all breakables are wrapped with bubbles to prevent breakage.

Making description of the external state of the package in the Task Control System.

Wrapping and decorating customer's items with gift-wrapping paper, ribbons, bows, and tape.

(After the probation period)

May assist customer to select appropriate wrapping materials. (After the probation period) Help in various departments when asked by managers or sales associates (After the probation period)

Rectify problems such as damages, shortages and non-conformance to specifications.

Send the package within 24 hours from the moment of downloading a prepaid label.

Upload a photo or a scan of the package sending a receipt.

Adhere to shipping/receiving and regulatory-compliance procedures.

Always be in touch with their supervisor and be available by telephone and email.

For some packages a pick up is needed, so in some cases Remote assistants will have to go to the store or the office of the delivery service and get the package. They will **NOT** have to travel long distances.

## EXPENSES

Employees will **NOT** have to pay out of their pocket for receiving or sending the packages. Each package will have a prepaid label provided by the employer.

The Employer will supply the Employee with all the necessary materials including gift wrap, ribbons, boxes, gift bags and etc.

All additional expenses, such as fuel, adhesive tape, paper, printer ink will be compensated by the Employer. To receive compensation for additional costs, the Employee must save and present the relevant checks.

Compensation for the expenses is calculated and paid once a month along with the salary.

## SALARY AND BONUSES

Employees receive a fixed salary of \$ 2000. This pay does **NOT** depend on the amount of processed packages during the month. For high-quality and fast work, the Employee will receive additional bonuses that amount up to 25 percent of the basic salary.

The salary can be received by PayPal, Direct Deposit, Western Union, Check and etc.

The FIRST PAY (\$ 2000) will be transferred at the end of the probationary period (30 days). After hiring, the employee will begin to receive packages in 3-6 days.

At first an Employee will receive 2 test packages. We need to make sure that your address is available for receiving packages. Sometimes there are difficulties with the delivery of packages to certain addresses.

For that reason the STARTING DATE of the Probationary period is considered the day of sending the second package. Therefore the first pay will be transferred 30 days after the day of sending the SECOND package.

After the probation period, employees will receive a salary every 2 weeks (\$ 1000 every second week).

### **INITIAL TEST**

Employees should carefully read this job description and understand all their duties and responsibilities.

After hiring, all employees are tested for knowledge of job description and their responsibilities.