

FULFILLMENT HANDLER

POSITION SUMMARY

YOUR TYPICAL DAY

Not two days are the same in the life of a Fulfillment Handler! However, there's always a method to the madness and you will have all the tools of the trade to ensure you're successful in your role. Your workday will begin early, around 9AM your local time. Start your day off by checking the incoming delivery schedule and the CRM for new assignments.

As long as you're physically available to receive all incoming deliveries and periodically check the CRM for new assignments, there's no need for you to be tethered to a computer and desk all day. We want you to have a healthy work-life balance, especially since this is a work from home incumbent.

If you can learn the delivery schedules and routes of various carriers in your area, that can help you plan your day and work more efficiently. However, it's important that you remain available to respond to all business correspondences in a timely manner.

Once you receive packages from carriers, you'll carefully inspect the content of the package and verify accuracy of the content with packaging manifest and/or invoice. If anything noteworthy is found, you will notify your supervisor via CRM chat immediately and await further instructions or act based on "Advanced Protocol" if the situation fits. You will also photograph the content and upload images to the CRM. Finally, you'll process outgoing packages following customer instructions and using prepaid shipping label provided to you by Gabsie.

Our algorithm will assign you smaller packages as you start and you'll never have to worry about receiving bulky packages. The heaviest of packages you will receive will not weigh more than 50 lbs. You may be asked to pickup or drop off packages from local carriers' offices or nearby stores when needed. This will require short distance driving within town or city limit.

We operate in a very uncertain time with the recent outbreak of COVID-19. While we are monitoring the quickly evolving situation, we are conforming to directions provided by local authorities, healthcare providers and CDC. We are promptly communicating these directions to our employees and changing processes as needed. More up to date guidelines regarding COVID-19 will be provided to you by your supervisor during your training and orientation.

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MINIMUM QUALIFICATIONS

- U.S. citizen
- 18 years or older
- Maintain reliable, high-speed Internet service
- Maintain a working phone line (landline or cellphone)
- Have computer and a compatible laser or inkjet printer
- Have digital camera or a smartphone equipped with a camera
- Be discreet and respectful of customers' privacy

JOB RESPONSIBILITIES:

- Accept incoming shipments from carriers and freight services in person
- Affix prepaid labels to outgoing packages, update CRM with tracking information
- Prepare outgoing packages following customer instruction
- Pick up or drop off packages at local carrier offices or stores as requested
- Update inventory management system with incoming and outgoing packages
- Respond to all business correspondences in a timely manner
- Always act in the best interest of customers and follow established guidelines and protocols

EMPLOYMENT TERMS AND CONDITIONS

All employees start with a 30-day probationary period at Gabsie. You'll be classified as a subcontractor during this period. Upon successful completion of your probationary period, you may be offered a permanent position with Gabsie.

Probationary employees are paid after successful completion of the probationary period. The compensation is \$3250 with an additional \$85 allocated for certain, approved reimbursable expenses.

Permanent employees receive a salary of \$3650 per month with an extra \$150 allocated for reimbursement. Paychecks are issued on the 27th of every month however, full-time, permanent employees can elect between bi-weekly or monthly pay schedule.