Dear Candidate,

We have reviewed your profile on Job Recruiting website, and we would like to offer you a position as a ponyfreightcompany.comQuality Control Manager at Pony Freight Company. We have several positions available in the area and we recruit an additional personnel for this part time employment.

OUR COMPANY

Pony Freight Company is generally recognized as a reliable and efficient company with highly skilled and experienced staff, effective delivery services and always strict criteria of quality assessment. Our methods of verification are regularly updated to ensure the best quality of our work. Our primary goal is to be the best in a sphere of freight and delivery and that's why we are looking for positive, energetic and outgoing employees able to work in our team. Working with us is giving you prospects of career growth, so you will always have a possibility to move up, constantly improving yourself together with our team. We perform a complete onboard training of each potential candidate.

Please visit our website for more information about the services we provide:

[**www.ponyfreightcompany.com**](http://www.ponyfreightcompany.com/)

POSITION DESCRIPTION

As a Quality Control Manager you will be responsible for managing the delivery department from home and your main task will be monitoring the flow of internal business correspondence and packages. At Pony Freight Company, we are committed to providing the best customer service and we need more employees whose responsibilities will include controlling our internal mail stream. This stream will consist of mail pieces containing different kinds of documents which cannot be sent by fax or other communication means when such documents may be exposed to an external party due to their strictly confidential nature.

Also, as we use various remunerations to reward our employees for their work done and some additional achievements, you will be responsible for forwarding our employees' gifts weighting no more than 25 lbs. Our practice shows that around 90 percent of regular mail and packages are being lost in transit and being recovered at a later stage. And, as our company is maintaining high standard quality of our services, we are paying great attention to establishing good relationships with our customers. Having this in mind, we are trying to deliver every recovered item to its owner. This task will involve you in forwarding various packages to their owners or further in our delivery chain. Briefly your part will be receiving all the postage mentioned above, repack them using a wrapping paper if necessary and ship them out to the correct receiver.

This position doesn't require any investments out of your pocket. Mail shipment is prepaid and you get prepaid shipping labels for every package. We also provide you with certain wrapping material and other supplies before you get your first assignment. Everything you will need at the beginning is a computer with Internet connection, ability to use Microsoft Excel 2000 or higher and a storage place to be able to keep up to 8 boxes (weight 42 lbs max).

Thus, your responsibilities will include but not limited to:

* Receive mailings, correspondence and packages at your residential address;
* Examine goods' state, check them for defects or any damage;
* Fill in the forms and other paperwork in accordance with instructions (you will receive an e-mail with detailed instructions for each package);
* Wrap packages if necessary;
* Ship out the merchandise though UPS or FedEx facilities;
* Submit daily or weekly reports in the online control panel.

SALARY

In general you will have to process 10-15 pieces of mail a week. Your monthly fixed salary for this position will be $3,150.00 + bonuses for processing greater quantities of mail at busier times. The probation period lasts 2 months and is paid in full. You will receive monthly payments every 30 calendar days after you ship out the first parcel.

The work requires 10-15 hours of your free time a week.

APPLY NOW!

Please make sure to add your HR manager’s email address to your contact list to avoid lost messages or having it delivered to your spam folder.

If you have any job related questions regarding this role, feel free to contact your HR manager and ask for any assistance. If you are ready to get started and try a new role, do not hesitate and complete an application form.

Looking forward to hearing from you soon.

**FAQ**

| **Q:** | **Can I apply for this job, if I’m already engaged in a full-time work?** |
| --- | --- |
| A: | Yes, you can apply for this job. Somebody should stay at home during business hours to receive packages from UPS, FedEx, DHL, etc. |
| **Q:** | **Does this job require any investments from my pocket?** |
| A: | No, the job doesn’t require any investments from your pocket. Any job related expenses will be fully reimbursed by our Financial department. |
| **Q:** | **Are taxes taken out of pay?** |
| A: | You will receive a W4 Form. |
| **Q:** | **Are there any computer software requirements?** |
| A: | MS Office, Acrobat Reader. |
| **Q:** | **How long does it take to complete package tasks?** |
| A: | About 2-4 hours daily. |
| **Q:** | **How will I get information about the time of package delivery?** |
| A: | Merchandise description, tracking information and delivery date will be specified in your online work panel |
| **Q:** | **What should I do if the package is not addressed to me?** |
| A: | Most often, lost and/or gift packages addressed to our customers and/or employees (with their name on the label). You have to regulate your time in order to personally receive the package. |
| **Q:** | **How do I take the packages if I am not at home?** |
| A: | Alternatively, you can sign or authorize a release form, whereby the carrier will leave the package on the doorstep, porch or elsewhere. In this way please sign it on behalf of a customer. |
| **Q:** | **What should I do after receiving the package?** |
| A: | You will receive a prepaid shipping label and instructions how to ship the package out. |
| **Q:** | **Who pays for shipping?** |
| A: | Our Company pays for postage by providing pre-paid shipping labels that you print. |
| **Q:** | **How do I ship the merchandise?** |
| A: | Package up an item, attach a pre-paid shipping label with clear tape, take it to your local USPS office and ship it out. |
| **Q:** | **How to send?** |
| A: | Print the shipping label that you’ve downloaded from the website, relabel the box and drop it off at any local USPS facility. |
| **Q:** | **Can I use any other shipping methods besides the USPS?** |
| A: | We offer FREE shipping through our partnership with the USPS company |
| **Q:** | **How many packages will I receive per month?** |
| A: | Normally 30-60 packages will be sent to you during the month |
| **Q:** | **How will I get paid?** |
| A: | You will receive a salary via PayPal transfer/Bank Wire or Western Union. |
| **Q:** | **When would I get paid and how often?** |
| A: | You will receive your base salary every 30 calendar days. All bonuses will be accumulated and paid to you together with your initial salary on a pay day. |
| **Q:** | **Are there certain types of items that require an additional inspection?** |
| A: | Different packages will contain different clothes or electronics. No prohibited items/drugs/weapons will be inside those packages. |
| **Q:** | **Is there a face-to-face or phone interview or contact at any time?** |
| A: | We will arrange a phone interview for you after you submit an application form |
| **Q:** | **How soon can I get started?** |
| A: | We will send you an employment agreement with terms and conditions.  After you submit signed and completed copy to our HR department, you will receive an acceptance email and information regarding your starting date. |