

www.Gifts-Bay.comPhone: (213) 723-3223
900 Wilshire Blvd, Ste 2200, Los Angeles, CA 90017

JOB DESCRIPTION

Position:	Shipping and Receiving Clerk
Type:	Work from home Full time
Salary:	\$3,750/month [\$45,000/year]
Hours:	9AM to 5PM (Highly flexible hours)
Probationary period:	31 days (Paid)
Bonus:	\$20 per completed task

PURPOSE OF POSITION:

The primary purpose of this position is handling GIFTS BAY shipments. Supporting the Logistics Managers/Supervisors and coordinating the shipments to our wrapping branches that improve operational goals by providing first-class gift-wrapping services in the USA. The continual pursuit of optimal operational results and customer satisfaction are the key elements of this function.

As a Shipping and Receiving Clerk, you will be responsible for receiving and processing of parcels and goods for our customers, identifying and classifying products, damage inspection, consolidating and forwarding the parcels to our wrapping branches or personal decorators under the Supervisor's control.

You work hard, and you deserve more than just a paycheck. GIFTS BAY works to do what's right for employees. From the big things (great benefits, employee discounts and incentive plans) to small touches (jeans-every-day dress code), this is the place you'll want to be. And we don't just talk about work-life balance, we try to live it. Join the GIFTS BAY team to make an impact, be inspired and be valued, every day.

DUTIES:

- Receiving and processing of parcels and correspondence.
- Coordinating with supervisor and logistic team.
- Maintain all logs and reporting documentation.
- Pick up the incoming parcels from the store or post office.
- Verification (cross checking) of items to be shipped
- Providing photo reports.

- Preparation items for shipping into the one of our main or international branches.
- Printing shipping labels attach it to parcels.
- Unpack/repacking items into container/box.
- Preparing the records of merchandise shipped.
- Make scheduled and unscheduled deliveries/pickups.
- Processing the shipments with required paperwork including shipping labels.
- Submitting online reports and keep in contact with our operations department.

REQUIREMENTS:

- Meet deadlines with minimal supervision.
- Great communication and interpersonal skills.
- Be available at your home during the day.
- Have reliable transportation to deliver mail to the closest post office.
- Access to a PC or laptop, a digital camera or phone with camera.
- Ability to move packages weighing up to 35 lbs.

QUALIFICATIONS:

- High School diploma or GED
- Demonstrate team management, delegation, and issue resolution skills
- PC proficiency and experience to include word processing, spreadsheet, etc.
- Demonstrate integrity, accountability, and dependability
- Strong oral and written communication skills

BENEFITS:

- Private health and dental insurance plan
- Flexible work hours
- Work from home options
- Educational assistance
- Employee will also be eligible for any additional employee benefits that the company may provide in the future

TRAINING AND INSTRUCTIONS:

All required training and instructions are provided and covered by our company for free. We provide necessary training over the phone and via email.