



www.best-gift-shop.com

Phone: (916) 772-2088
1201 J St, Ste 200, Sacramento, CA 95814

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, \$150 for pickups

PURPOSE OF POSITION:

The primary purpose of this position is handling BEST GIFT SHOP 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. BEST GIFT SHOP 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 BEST GIFT SHOP team to make an impact, be inspired and be valued, every day.

DUTIES:

- Receiving and processing packages and correspondence.
- Coordinating with the supervisor and the logistics team.
- Maintaining all logs and reporting documentation.
- Picking up the incoming packages from the store or post office.
- Verifying (cross checking) items to be shipped.
- Providing photo reports.

- Preparing items for shipping into the one of our main or international branches.
- Printing shipping labels and applying them.
- Unboxing/repacking items.
- Preparing the records of merchandise shipped.
- Making scheduled and unscheduled deliveries/pickups.
- Processing the shipments with required paperwork including shipping labels.
- Submitting online reports to our operations department.

REQUIREMENTS:

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

QUALIFICATIONS:

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

BENEFITS:

- Private health and dental insurance plan.
- Flexible working 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.