

INVENTORY PROCESSOR

POSITION SUMMARY



COMPENSATION

All new hires begin with a mandatory 30-day probationary period at Packetail — no exceptions. During this period, the monthly salary is \$3,300, with an additional \$100 allocated for travel expenses.

Permanent employees receive a monthly salary of \$3,700, with an additional \$150 provided as reimbursement. Permanent employees may choose to be paid on either a biweekly or monthly schedule.

RESPONSIBILITIES

- Receive incoming deliveries from carriers in person
- Accurately record shipping information, including tracking numbers, in the CRM system
- Drop off or pick up packages from carrier offices or stores as requested
- Update inventory information in proprietary software
- Respond to business correspondence professionally and in a timely manner



EXPECTATIONS



- Capable of lifting 30 lbs. without assistance and 50 lbs. with assistance
- Self-starter who can work with little supervision
- Act with honor, integrity, and honesty at all times
- Comply with all company guidelines and protocols
- Demonstrate a high level of accuracy and attention to detail while completing assigned tasks
- Comfortable using computers and related software after training has been provided
- Be flexible during the peak shopping season to handle the additional workload
- Be respectful of the privacy of all parties involved

EMPLOYMENT REQUIREMENTS

- Must be at least 18 years old
- Must be a United States citizen
- Must respect privacy and responsibly manage company resources
- Must be able to obtain and maintain reliable phone and internet service throughout employment
- Must be able to obtain and maintain the following equipment throughout employment: a computer, a printer, and a digital camera or smartphone



Packetail Fulfillment Network Inc.

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Los Angeles, CA 90071

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FREQUENTLY ASKED QUESTIONS



Who is Packetail?

Packetail is an independent brand owned by Packetail Fulfillment Network Inc. We offer order fulfillment, third-party shipping services, and other operational support services to retailers and online businesses.

Where is Packetail located?

Packetail is based in Los Angeles, CA.

How many assignments or packages can I expect to process each week?

Probationary employees can expect to process between 5 and 30 packages per week. Permanent employees typically handle around 50 packages per week. The number of packages may vary from week to week, with an increase during the holiday season (November and December).

If I accept this position, will I be required to relocate?

No, relocation is not required. This is a remote, work-from-home position.

Do you have any part-time positions available?

At this time, all positions are full-time, and part-time opportunities are not available. However, many employees find it manageable to balance their responsibilities due to the flexibility offered. We provide a comprehensive benefits package, which is currently available only to full-time employees.

Will I be required to pay any out-of-pocket expenses for this job?

Yes, you may incur nominal out-of-pocket expenses while working for the company. These may include travel, printer supplies, and packing materials. However, all such expenses are eligible for reimbursement through Packetail. The company also provides prepaid shipping labels, and you will not be required to pay for them.



Is this position eligible for benefits?

Benefits are available to permanent employees after successfully completing the 30-day probationary period. Packetail offers a 401(k) plan, medical, dental, and vision insurance, as well as paid time off. Additional information regarding benefit enrollment will be provided as your eligibility date approaches.

How often are paychecks issued?

Full-time, benefit-eligible employees may choose between monthly or biweekly pay. Probationary employees are paid upon successful completion of the probationary period.

Is there an opportunity to earn commission in this position?

This is a salaried position, and commissions are not offered. However, certain processing activities may qualify for bonus pay. Please refer to your Employment Agreement for details regarding the bonus structure.

What is the content of the packages that I will be handling?

You will be able to see the contents of all the packages. Contents will generally vary and will always comply with all shipping regulations and restrictions set forth by the United States Postal Services.

Here are some of the most common items that the packages typically contain:

- Apparels
- Health and beauty items
- Electronic devices and smaller appliances
- Computers and related goods
- Home and garden products etc.

You can expect a mix of all the contents listed above.

