

## JOB DESCRIPTION

**Position:** **Shipment & Delivery Specialist**  
**Type:** Home Based | Part Time | Online Office DOT Code: 222.387-150  
**Basic Salary:** \$3000/month plus full compensation for all services provided the employee shall be paid at the rate of \$30 per each additional package if there are more than 80 packages sent;

### OVERVIEW

**Interview:** Not required for part-time positions, but phone interviews are made on a random basis.

**Job Type:** Home office, Part-Time. However, you can have this job as an additional income source even if you have a full time employment.

To become a Shipment & Delivery Specialist you must have good organizational skills and be able to work under deadline pressure. Shipment & Delivery Specialist must understand general shipping policies and regulations regarding shipping service quality. Marketplace Merchant Assistant also prepares packages for shipping.

### WORK ROUTINE

1. Receive packages at your own address (with infrequent package pickup from post office);
2. Examine incoming shipments;
3. Remove old labels and invoices, and seal the box using tape if the box was opened;
4. Take photos of sealed box, item(s) inside (to email to your supervisors), postal receipt keeping original (the manufacturer's) packaging intact;
5. Print prepaid USPS, FedEx or UPS Labels from your dashboard;
6. Forward packages using the provided labels;
7. Maintain accurate records of items shipped and received.

### SCOPE OF ACTIVITIES

Keeping records on incoming and outgoing shipments and preparing items for shipment. Verifying package or box condition for any possible damage with further reporting to a manager. Comparing the information available on the package with dashboard information. Examining items inside the package (box) with the permission and prior instruction of your supervisor. Packing items into containers or boxes. Consolidating items into a box or package if needed. Removing old invoices or other papers from the package (box). Shipping packages (items) to warehouses and/or households.