

ORDER PROCESSOR

POSITION SUMMARY

COMPENSATION STRUCTURE

All new hires start with a 30-day probationary period at Erapac – no exception. Your salary during the probationary period is \$3300 with an additional \$100 allocated for travel expenses.

Permanent employees receive a monthly salary of \$3700 with an additional \$150 allocated for reimbursement. Permanent employees can elect to get paid on a bi-weekly or monthly payment schedule.



EMPLOYMENT PREREQUISITES

- Be 18 years or older
- Must be a United States citizen
- Be respectful of privacy and be a good steward of company resources
- Able to procure and maintain a reliable phone and Internet service throughout the tenure of employment
- Able to procure and maintain the following equipment throughout the tenure of employment: a computer, a printer, a digital or a smartphone camera



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 and stores when requested
- Update inventory information in the proprietary software
- Respond to business correspondence professionally, 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 details while completing assigned tasks
- Comfortable in using computers and related software after training has been provided
- Be flexible during the busier shopping season to handle the additional workload
- Be respectful of the privacy of all parties involved



Erapac LLC

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