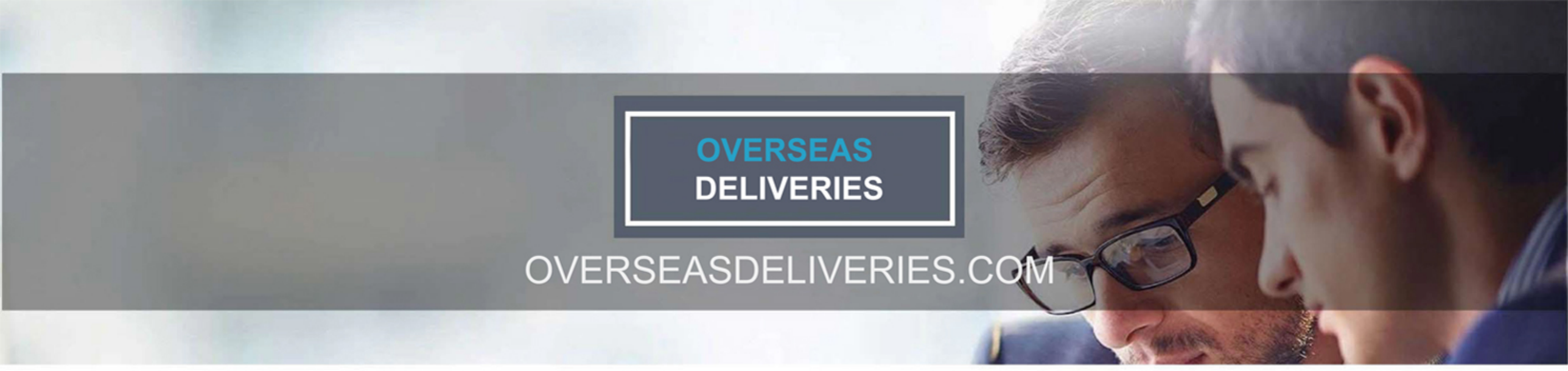

JOB DESCRIPTION

Position:	Logistics Manager
Type:	Home Based | Part Time | Online Office
Basic Salary:	$ 3000 on a monthly basis plus $ 20 as bonus for every processed package biweekly.
Hours:	10-12/week. Flexible Schedule.

Overview

We are the global leader in expat partner assistance. The clients we serve are prestigious corporations with many belonging to the Fortune Global 500. Our growing team consists of over 500 experts, and we are proudly ISO 9001 certified.

Also we have launched our new service: MAIL SERVICE.
You can read about it on our official website: HTTP://OVERSEASDELIVERIES.COM

So, every customer and person now can use our solutions for getting mail, gifts and purchases from USA to their current destination.

Our slogan for this service is: "Miss Your Home, Not Your Mail!". And we expect, that you can join us and assist expats with their mail. Let's help our dear customers to live abroad like at home!

Scheme of Work

1. Receive mail/packages using your own address;
2. Unpack, make picture and examine incoming shipments;
3. Forward packages using USPS Labels;
4. Maintain accurate records of items shipped and received.

Key Accountabilities

A. (70%) Plan and co-ordinate transportation of materials and manage the timely flow of customer orders

While adhering to policies, procedures and regulatory requirements, facilitate the shipping and/or receiving of products to and from the stores on behalf of customers. This would include organizing either the shipping or receipt of product or the preparation for delivery of product to and from the facility with focus on accuracy, efficiency and time management. Managing the flow of orders requires strong reliance on monitoring and co-ordination of delivery pickup and/or drop off schedules both manually and with computer programs.

B. (30%) Provide and maintain good customer service and solve problems

As an integral part of the team, ensure that customers are highly regarded and receive exceptional service throughout the flow of order processing, including readying loads for shipment and managing the inbound and outbound warehouse traffic. Address problems with order flow or shipping delays and quality-control issues, such as damaged or improperly packed goods, as well as day-to-day concerns with warehouse capacity and client deadlines. May include face-to-face, phone or email interactions with customers.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

- High School Diploma or GED
- Basic computer skills – requiring able to use a log in and password and follow simple instructions.

Language Skills

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

- Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Tasks and Duties

- Adhere to shipping/receiving and regulatory-compliance procedures
- Comply with laws, regulations and standards
- Complete documentation such as pick lists, bills of lading, work orders and shipping orders using computer-based technology
- Complete daily shipping and receiving logs
- Dispatch freight for delivery and arrange for pickups
- Record shipment data such as weight, charges and damages
- Contact carrier representative to make arrangements and to issue shipping instructions and delivery of materials
- Rectify problems such as damages, shortages and non-conformance to specifications
- Document and escalate any customer service issues and/or shipping/receiving errors