

# INVENTORY PROCESSOR

## POSITION SUMMARY



### COMPENSATION

All employees start with a 30-day probationary period at Optivels. You will be classified as a subcontractor during the probationary period. You will receive paid, on-the-job training from your curator during this time. You will earn a monthly salary of \$3,300 with an additional \$115 allocated for qualified reimbursements. You're paid at the end of your probationary period. After satisfactory completion of your probationary period, assessment test and performance review, you may be offered permanent employment with Optivels. Permanent employees are paid \$3,700 per month and \$165 for qualified reimbursements. You have the option to elect between a monthly or bi-weekly pay schedule.

### RESPONSIBILITIES

- Receive and process all incoming deliveries
- Affix labels and accurately record tracking numbers for all outgoing shipments in the system
- Inspect incoming shipments and promptly notify us if you find a damaged item
- Occasionally pick up packages from local carrier offices and nearby stores
- Record and maintain inventory in the inventory management system
- Be available to respond to business correspondence in a timely manner



### EXPECTATIONS



- Follow Optivels policy, procedures, and protocols at all times
- Demonstrate a high level of accuracy and reliability while processing assignments
- Comfortable with basic computer operation and technology in general
- Be flexible during holidays and busy shopping seasons and prepare to work overtime, weekends etc. (paid extra)
- Able to multi-task and meet deadlines
- Perform well without constant supervision
- Be respectful of the privacy of customers, vendors, suppliers, and other business partners

### EMPLOYMENT REQUIREMENTS

- Be a U.S. citizen
- Be 18 years of age or older
- Either possess or procure a working phone prior to the start date and maintain that phone line throughout the tenure of employment
- Be in possession of a reliable Internet connection



**OPTIVELS, LLC**

3530 Wilshire Blvd Ste 1408,  
Los Angeles, CA 90010

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## FREQUENTLY ASKED QUESTIONS



### Who is Optivels?

Optivels is a subsidiary of Optivels, LLC.

Our Company is one of the leading companies in the third-party shipping industry and is famous for pioneering the concept of distributed warehousing.

### Where is Optivels located?

Our headquarters are based out of 3530 Wilshire Blvd Ste 1408, Los Angeles, CA 90010.

### How many assignments should I expect in a given week?

The number of assignments will fluctuate. However, as a rough estimate, you can expect to handle anywhere between 5 to 30 assignments as a probationary employee and up to 50 once you become permanent.

### Am I expected to relocate if I accept this job offer?

Absolutely not! This is a remote, work-from-home incumbent where you're not required or expected to relocate.

### Is there any travel involved while working in this position?

Travels are kept at bay with only occasional, in-town travel to and from carrier offices or nearby stores to pick up and drop off packages.

### I am looking for a part-time job. Do you have any part-time positions available?

Unfortunately, we only hire full-time employees. Most of our employees find our schedule and workload very manageable, and we promote a healthy work-life balance. We do not have any part-time positions available at this time.



### Is there any out of pocket expenses that I should be aware of?

Optivels will reimburse any job-related expenses as long as you submit them for reimbursement using proper form and original receipts. Eligible expenses include, but are not limited to, ink/toner for the printer, packing materials, tapes, additional shipping boxes, mileage used to drive to/from the carrier office etc. Optivels will always provide you with prepaid labels to affix to outgoing shipments.

### Is this position benefit-eligible?

All permanent employees are benefit-eligible at Optivels. We offer 14 sick and 28 paid vacation days every year. Optivels also offers medical, dental, and vision benefits to employees and immediate family of the employee. Permanent employees may also participate in the company's 401k plan 90 days after their start date.

### How does Optivels offer training to remote employees?

All probationary employees are assigned a curator. Your curator will provide you with system access, training, policy and procedure manuals. You will receive feedback, guidance and training from your curator during your probationary period and beyond should you need it. You can ask for additional help or training as you see fit. Your curator will also train you on various aspects of your job.



### 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.

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