

RETAIL ASSOCIATE

POSITION SUMMARY



COMPENSATION

All employees start with a 30-day probationary period at Extroute. 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 \$3350 with an additional \$100 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 a permanent employment with Extroute. Permanent employees are paid \$3750 per month and \$150 allocated for reimbursements. You have the option to elect between a monthly or bi-weekly pay schedule.

RESPONSIBILITIES

- Physically accept 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 Extroute 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

- 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
- Own a computer and a compatible printer that are operational
- Possess a device capable of taking photographs (digital camera or smartphone)

