



ORDER PROCESSOR

POSITION SUMMARY



COMPENSATION

All employees start with a 30-day probationary period at Sitranis. You will earn a monthly salary of \$3,300 with an additional \$100 allocated for travel expenses. Permanent employees are paid \$3,700 per month, with an additional \$150 set aside for reimbursements.

RESPONSIBILITIES

- Physically accept all incoming deliveries
- Affix labels, accurately record tracking numbers for all outgoing shipments in the system
- Inspect incoming shipments and promptly notify if you find a damaged item
- Occasionally pick up or drop off 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 Sitranis 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 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)
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SITS Inc.

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