



ORDER PROCESSOR

FREQUENTLY ASKED QUESTIONS



Who is Sitranis?

Sitranis is a subsidiary of SITS Inc. We are one of the leading companies in the third-party shipping industry and are famous for pioneering the concept of distributed warehousing.

Where is Sitranis located?

Our headquarters are based out of 915 Wilshire Blvd #1925, Los Angeles, CA 90017.

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.



Are there any out-of-pocket expenses that I should be aware of?

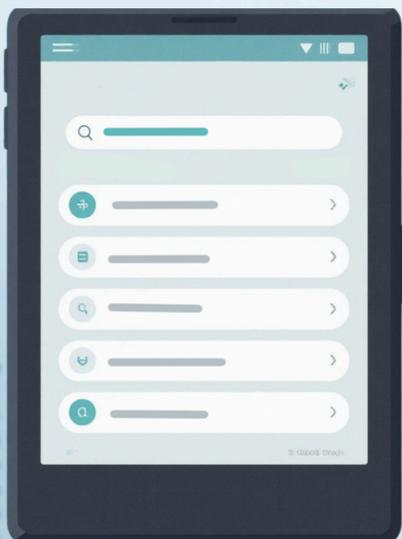
Sitranis will reimburse any job-related expenses as long as you submit them for reimbursement using the proper form and original receipts. Eligible expenses include but are not limited to: ink/toner for printer, packing materials, tapes, additional shipping boxes, mileage used to drive to/from carrier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

Is this position benefit eligible?

All permanent, full-time employees are benefit eligible at Sitranis. We offer 14 sick and 28 paid vacation days every year. Sitranis 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 Sitranis 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.

SITS Inc.

915 Wilshire Blvd #1925,
Los Angeles, CA 90017