

JOB DESCRIPTION

<u>Position:</u>	Assistant (Logistics & Supply Chain / Remote)
<u>Type:</u>	Part Time / Flexible Schedule
<u>Hourly Total:</u>	Starting from \$40 per hour
<u>Annual Salary:</u>	\$31,200 / year (basic) + bonuses
<u>Bonus Scheme:</u>	\$20 for every item processed

ABOUT OUR COMPANY

We specialize in Fulfillment Services, Online Shopping and Forwarding, and FBA (Fulfillment by Amazon) services. Our mission is to streamline the logistics process, ensuring that products are received, inspected, and forwarded seamlessly. By leveraging innovative solutions and a decentralized approach, we enhance the speed and reliability of our supply chain, ultimately improving customer satisfaction and operational efficiency.

THE ROLE

As an Assistant (Logistics & Supply Chain), you will be a vital part of our logistics network, working from home to facilitate the efficient forwarding of goods. Your responsibilities will include receiving, inspecting, and processing parcels directly from your location, which is crucial for minimizing the time and costs associated with traditional centralized inspection methods.

By ensuring the quality of parcels and managing returns, you help us maintain a swift and effective flow of products. This decentralized approach allows us to expedite the inspection and redistribution process, ensuring that our customers receive their orders faster and more reliably.

In this role, you will play a key part in our innovative logistics strategy, contributing to cost-effective and high-quality parcel delivery. Join us in transforming the way goods are handled and forwarded, making a significant impact on our efficiency and customer satisfaction.

WHY WORK FROM HOME

Strategic Distribution Network: Your home serves as a crucial node in our distributed logistics network, enabling faster processing of goods from local sources and enhancing overall efficiency.

Cost and Time Efficiency: This model significantly reduces transit times and costs, as items can be inspected and processed directly from your location rather than being sent to a central facility.

Flexibility and Convenience: Working from home provides you with the flexibility to manage your own schedule, allowing you to balance personal commitments while playing an essential role in our logistics operations.

PAYMENT STRUCTURE

In this role, Assistants earn a competitive annual salary of \$31,200, or \$2,600 per month. This base salary is complemented by an attractive bonus structure, allowing employees to earn \$20 for each package processed.

Salary Disbursement: For part-time positions, the salary will be paid on a monthly basis, with payments issued 30 days after the first package processed. This means that employees can expect to receive their earnings at the end of each month, providing a consistent and predictable income stream.

Flexible Earnings Potential: The bonus system rewards productivity, meaning the more packages you process, the more you earn. This creates an opportunity for significant additional income.

Reasonable Workload: On average, coordinators can expect to work around 15 hours per week, processing a manageable number of packages each day. This balance allows for a sustainable work-life integration while maximizing earning potential.

Flexible Work Options: We do not limit coordinators to a specific number of hours or packages; they can choose to work more if they wish, further increasing their earnings potential.



Part-Time Assistant
Processes 3 packages per day

Weekly Bonus Earnings: \$300
Total Monthly Earnings:
\$2,600 (salary)
+ \$1,200 (bonus) = \$3,800



Regular Assistant
Processes 4 packages per day

Weekly Bonus Earnings: \$400
Total Monthly Earnings:
\$2,600 (salary)
+ \$1,600 (bonus) = \$4,200



Most Active Assistant
Processes 5 packages per day

Weekly Bonus Earnings: \$500
Total Monthly Earnings:
\$2,600 (salary)
+ \$2,000 (bonus) = \$4,600

EQUIPMENT REQUIREMENTS

To successfully perform your duties as an Assistant, you will need the following equipment:

- Laptop: A reliable laptop with internet access to manage documentation, record keeping, and communication.
- Printer: A printer to produce physical copies of necessary documentation, such as pick lists, bills of lading, and shipping orders.

LEGAL & TAX INFORMATION



<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>

Florida Limited Liability Company	MAILBOX SHIP EXPRESS LLC
Document / Company Reg Number	L24000275492
FEI/EIN Number	33-3809632

EMPLOYMENT TYPE: 1099 (Independent Contractor)

This position is classified as a 1099 role. All 1099 forms must be filed with the IRS and provided to recipients by January 31 for the previous calendar year. For example, 1099 forms for 2026 must be filed with the IRS and given to recipients by January 31, 2027. Form 1099 includes information on compensation paid during the previous calendar year.

LOCAL FULFILLMENT SERVICES

Local Fulfillment Services offers sellers a flexible and efficient alternative to traditional Fulfillment and Fulfillment by Amazon (FBA) Services. With our service, sellers can manage their inventory and shipping directly from their location, allowing for greater control and responsiveness to market demands.

Key Features:

- **Direct Shipping:** Sellers can ship products directly to customers without sending items to provider's (or Amazon for FBA) warehouses, reducing shipping costs and transit times.
- **Inventory Management:** Sellers retain full control over their inventory, enabling better stock management and quicker responses to customer needs.
- **Returns Handling:** Unlike Traditional Fulfillment Services, where service provider manages returns, our service allows sellers to handle returns directly. Returned items can be either damaged or in sellable condition. Damaged or unsellable products are sent to our facility for inspection and reconditioning, ensuring they are prepared for resale. Sellable or unopened items are processed quickly back into inventory, minimizing downtime.
- **Quality Control & Reconditioning:** Our coordinators assess returned products, making sure that only quality items are resold. This reduces risks associated with damaged goods and helps maintain your brand reputation.

By choosing Local Fulfillment Services, sellers can enjoy the benefits of a tailored fulfillment solution while ensuring that their products are handled with care, even in the event of returns. This approach not only enhances customer satisfaction but also helps maintain the integrity of the seller's inventory, providing a clear advantage over traditional Fulfillment Services.