



## JOB DESCRIPTION

### **Independent Package Inspector**

Type: Home Based | Part Time | Online Office

Base salary: \$3200 plus an extra \$30 for every task on a monthly schedule.

Hours: 10–12/week. Flexible Schedule

### **General:**

We understand the importance of maintaining a healthy work-life balance, and we are committed to supporting you in all your meaningful endeavors. As a member of our team, you will have the opportunity to pursue your aspirations and contribute to causes that matter to you. We value your enthusiasm and celebrate your successes, no matter how small.

As a Home Based Package Inspection Division team member, your primary responsibility will be to inspect packages and labels to ensure that they are printed correctly, with particular attention to detail, including color, registration, and sizing. In addition to sorting, counting, packaging, and shipping products to our customers, you will maintain accurate records of all items shipped and received.

ONIGAWA Group <https://onigawa.com/>

124 W Capitol Ave , Little Rock, AR, 72201

I.R.S. Employer Identification Number 65-1668791

Commission file number: 907-12-1783

Senior HR manager email: [christine.losawyer@onigawa.com](mailto:christine.losawyer@onigawa.com)

### **Scheme of work:**

This position can be performed remotely, and you will be responsible for receiving packages using your address, unpacking and examining incoming shipments, forwarding packages using uploaded pre-paid shipping labels, and performing Inspection/Quality Control of transfer sheets. You will also be responsible for counting, labeling, and packing orders, dispatching shipments using Ship Station, UPS, FedEx, and other carriers, and meeting tight daily deadlines while working under pressure.

To ensure a safe and efficient work environment, you must demonstrate proper care in the use of personal stationery, computer, and printer, as well as follow instructions and adhere to all safety rules without exception. You must also be able to lift up to 20 pounds and be willing to assist the production team in any other tasks required to complete jobs successfully. Should any problems arise, you will be expected to communicate them with your team members and supervisors, troubleshoot them, and take corrective action.