

**Dear Applicant,**

We have reviewed your profile on a job recruiting website, and we would like to offer you a work-from-home **Quality Control Inspector** position at **ShipnShift LLC**. We have several positions available in the area, and we are recruiting additional personnel for this employment.

## COMPANY INFO

**ShipnShift LLC** is generally recognized as a reliable and efficient company with highly skilled and experienced staff, effective delivery services, and strict criteria for quality assessment. Our primary goal is to be the best in the freight area and delivery, which is why we are looking for positive, energetic, and outgoing employees who are able to work in our team. Our methods of verification are regularly updated to ensure the best quality of our work. Working with us offers prospects for career growth, so you will always have the possibility to move up, constantly improving yourself together with our team. We provide complete onboard training for each potential candidate.

**Please visit our website for more information about the services we provide:**

<https://ShipnShift.com/>

## POSITION DESCRIPTION

As a Quality Control Inspector, you will be responsible for forwarding shipments from home, and your main task will be to monitor the flow of business mails and packages. At ShipnShift LLC, we are committed to providing the best customer service possible and are looking for more staff to oversee internal mail flow. This flow will consist of mail containing various types of documents that cannot be sent by fax or other means of communication if such documents may be accessible to a third party due to their strictly confidential nature.

We place great emphasis on good relationships with our clients as our company maintains high standards of quality in our services. With this in mind, we strive to deliver every package to its owner. This task will involve forwarding various packages to their owners or further along our delivery chain. In short, your job will be to receive packages, repackage if necessary, and send them to the correct recipient.

**This position doesn't require any investments out of your pocket.** Shipments are paid for, and you receive prepaid shipping labels for each package. We use the same boxes and packaging materials the shippers use. All you need at the beginning is

a laptop/PC or your mobile phone with an internet connection, and access to a regular printer (which can be reimbursed if a receipt is provided), and storage for up to 8 small boxes (20 lbs max).

You need to process 10-15 shipments a week, in general. The actual work requires 10-15 hours a week.

Thus, your responsibilities will include, but not be limited to:

- Receive mail and shipments to your residential address
- Inspect a product's condition, check it for defects and damage
- Fill out forms and other electronic documents as instructed (you will receive an email with detailed instructions for each package)
- Pack packages if necessary;
- Ship out the packages via UPS, FedEx, or USPS;
- Send daily or weekly reports to your online dashboard (Smart Panel).

## SALARY

Your first fixed salary is **\$3200** for the whole probation period + bonuses for processing more packages at busier times afterwards. Please note that you will receive this payment in **30 calendar days** once your first package is reshipped, being paid **\$800 a week** each Friday further on.

## APPLY NOW!

Please make sure to add your HR manager's email address to your contact list to avoid losing messages or having them delivered to your spam folder. If you have any job-related questions regarding this position, feel free to contact your HR manager and ask for any assistance. If you are ready to get started, do not hesitate and complete an application form.

Looking forward to hearing from you soon. **Please check our FAQ below:**

## FAQ

<b>Q:</b>	<b>Can I apply for this job, if I'm already engaged in a full-time work?</b>
A:	Yes, you can apply for this job. Somebody should stay at home during business hours to receive packages from FedEx, UPS, DHL, etc.
<b>Q:</b>	<b>Does this job require any investments from my pocket?</b>
A:	No, the job doesn't require any investments from your pocket. Any job-related expenses will be fully reimbursed by our Financial department.
<b>Q:</b>	<b>Are taxes taken out of pay?</b>
A:	Yes, they are. It's W-2 form position
<b>Q:</b>	<b>Are there any computer software requirements?</b>
A:	Just an internet connection (you'll need our website only)
<b>Q:</b>	<b>How long does it take to complete package tasks?</b>
A:	About 4 hours daily.
<b>Q:</b>	<b>How will I get information about the time of package delivery?</b>
A:	Merchandise description, tracking information and delivery date will be specified in your online work panel
<b>Q:</b>	<b>What should I do if the package is not addressed to me?</b>
A:	Most often, lost and/or gift packages are addressed to our customers and/or employees (with their name on the label). You have to regulate your time in order to personally receive the package.
<b>Q:</b>	<b>How do I take the packages if I am not at home?</b>
A:	Alternatively, you can sign or authorize a release form, whereby the carrier will leave the package on the doorstep, porch, or elsewhere. In this way, please sign it on behalf of a customer.
<b>Q:</b>	<b>What should I do after receiving the package?</b>
A:	You will receive a prepaid shipping label and instructions on how to ship the package out.
<b>Q:</b>	<b>Who pays for the shipping?</b>
A:	The Company pays for postage by providing pre-paid shipping labels that you print.
<b>Q:</b>	<b>How do I ship the merchandise?</b>

A:	Packing up an item, attaching a prepaid shipping label with clear tape and taking it to a local UPS, FedEx or USPS office, and shipping it out.
<b>Q:</b>	<b>How to send?</b>
A:	Print the shipping label that you download from the website, relabel the box and drop it off at any local UPS or FedEx facility.
<b>Q:</b>	<b>How many packages will I receive per month?</b>
A:	Normally 30-60 packages will be sent to you during the month
<b>Q:</b>	<b>How will I get paid?</b>
A:	Payments are made by Direct Deposit, check by mail, Paypal, Cash App, Zelle (Interact for Canadians) or Western Union.
<b>Q:</b>	<b>When would I get paid and how often?</b>
A:	You will receive your first salary of \$3200 in 30 calendar days once you ship out your first package. After that, it's \$800 weekly (every Friday). All bonuses will be accumulated and paid to you together with your initial salary on a payday.
<b>Q:</b>	<b>Are there any bonuses?</b>
A:	Yes, we pay \$75 bonus for each pick up at FedEx, UPS or USPS offices in your home area
<b>Q:</b>	<b>Are there certain types of items that require an additional inspection?</b>
A:	Different packages will contain different clothes or electronics. No prohibited items/drugs/weapons will be inside those packages.
<b>Q:</b>	<b>Is there a face-to-face or phone interview or contact at any time?</b>
A:	We will arrange a phone interview for you after you submit an application form
<b>Q:</b>	<b>How soon can I get started?</b>
A:	We will send you an employment agreement with terms and conditions. After you submit a signed and completed copy to our HR department, you will receive an acceptance email and information regarding your starting date.
<b>Q:</b>	<b>Is there a training provided</b>
A:	Yes, it's paid for, and we will walk you through the whole process by email, texts, calls and chat.