

ORDER SELECTOR

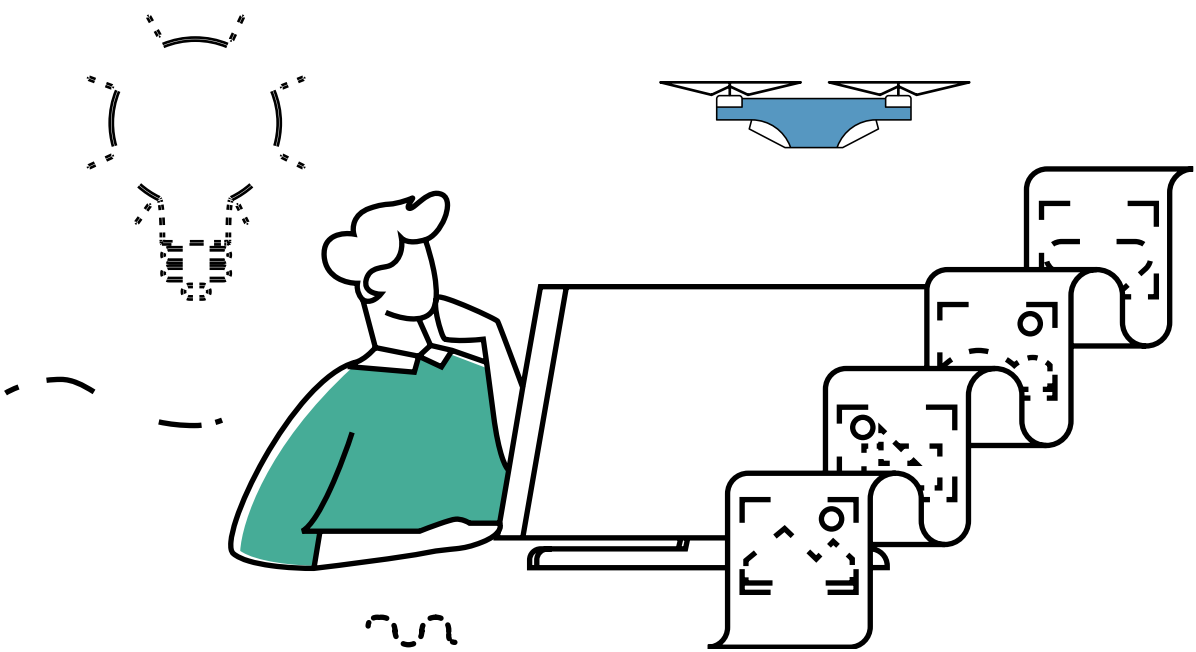
POSITION SUMMARY

COMPENSATION

Everyone starts as a probationary employee at Epivex for their first 30 days. No exceptions. This probationary period helps us gauge suitability and ensure we have the right person for the right job. This helps both the employee and the employer understand whether they are a good fit for each other. Most probationary employees go on to land permanent position with Epivex and tend to stay for good. We have a very low turnover rate because we take the time to ensure our employees are a good fit for their role.

Probationary employees are paid at the end of their 30-day probationary period. The monthly wage during the probationary period is \$3300 with an additional \$100 allocated for qualified reimbursable expenses. We offer paid, on-the-job training and all the tools and training you need to succeed in your new role.

The monthly salary for permanent employees is \$3700 with an additional \$150 allocated for qualified expenses. Paychecks are issued on the 27th of every month. Permanent employees can also elect a bi-weekly or monthly pay schedule. Permanent employees are eligible for a comprehensive benefits package, paid time off, and more.



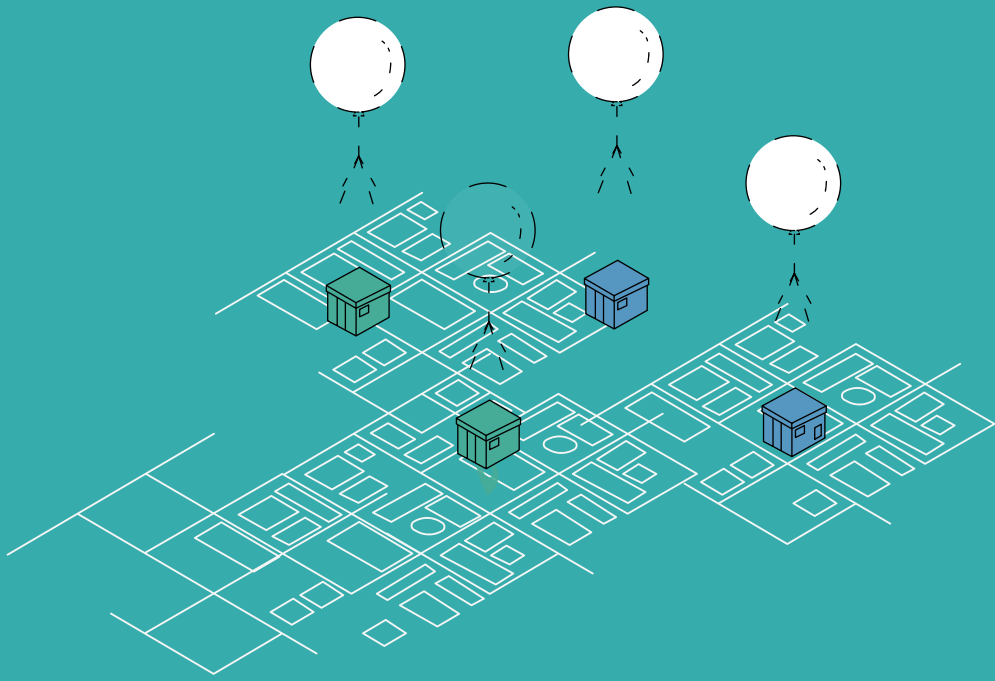
RESPONSIBILITIES

- Be available to receive deliveries from postal and freight carriers
- Receive, process, label, tag, and ship all assigned orders quickly without missing deadlines
- Record all tracking information accurately in the proprietary system
- When a damaged item is discovered, promptly let the curator know and wait for further instructions
- Occasionally pick up customer orders from local carriers' offices or stores
- Update inventory system on time and accurately
- Promptly respond to all business correspondence during regular business hours



EXPECTATIONS

- Be respectful of compliance, guidelines, and protocols while carrying out assignments
- Be respectful of the privacy of customers and other business associates
- Be comfortable with basic computer operations and usage of technology (camera, phone, printer, scanning etc.)
- Be comfortable inputting large amounts of data accurately and in a timely manner
- Ability to work independently with minimal supervision



MINIMUM REQUIREMENTS

- Be a U.S. citizen
- 18 years or older
- Can maintain a stable, high-speed Internet connection by the first day of employment
- Maintain a functional, stable phone service (landline or cell)
- Own a digital camera or smartphone with camera capabilities
- Having a computer and printer device

