

# Job Offer

## Shipping Coordinator

### Overview

Please take the time to review our formal job offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with Hetradia Store INC.

At Hetradia Store, you'll have the opportunity to reach beyond your role and function across disciplines. Hetradia Store INC offers a part time position for you as Shipping Coordinator, reporting to Supervisor with the option to work remotely.

Each employee has \$1,500 annually to spend on educational activities or material. Subscriptions and books are included in this budget, unless they are necessary for you to complete your everyday duties.

### Work Process

During the first month of work, you will complete a mandatory training course under the guidance of your personal Supervisor.

All required training and instructions are provided and covered by our company free of charge. We provide necessary training over the phone, via email, online messengers, and other communication platforms.

All new employees will undergo the training course to ensure they are well prepared to begin working with us. The training process is intuitive and adaptable for all new employees, but in any case, if there are any problems, our staff will always be in touch to help you.

### Duties include, but are not limited to:

- Receiving and processing of parcels and correspondence
- Verification of the packages according to order and invoices
- Check the goods for damage
- Pick-up parcels from local stores
- Prepare packages for shipping
- Label deliveries and allocate them to their designated place
- Take pictures of the contents and upload the photos
- Process all company shipments with required paperwork
- Pick-up parcels from local stores
- Submit online reports and keep in contact with our department
- Ensure invoices are signed and paid for satisfactory deliveries



1 (908) 212 98 89



info@hetradia-store.com



www.hetradia-store.com

### Our Location

#### Hetradia Store INC

78 John Miller Way, Kearny  
NJ 07032, USA

The logo for Hetradia, featuring the word "Hetradia" in white text on a dark blue background, followed by a green square.

### Pay & Benefits

\$2,500 per month

Healthcare coverage and 401K

Life Insurance

Paid on the job training

Work from home option

Educational assistance

**Apply Now**

