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📍 732 Carnegie Dr Ste 125 San Bernardino, CA 92408

JOB DESCRIPTION FOR THE POSITION OF LOGISTICS MANAGER

The Logistics Managers position requires candidates to have the ability to multi-task and the possession of certain skills like organization and attention to detail to be successful.

We have put together a list of skills we feel are best suited to someone working in this position.

- ✔ Be proficient with e-mail and respond promptly to all communications
- ✔ Be physically capable of lifting moderately sized packages of sufficient weight
- ✔ Ability to work independently
- ✔ Great organizational skills for collecting tracking information and creation of reports
- ✔ Proficient with data entry and electronic communications for creation and distribution of reports
- ✔ Methodical and calm demeanor helpful in inspecting packages for issues and reporting problems to supervisor
- ✔ Attention to detail to be utilized when receiving and shipping packages

EMPLOYMENT REQUIREMENTS

- ✔ US citizenship
- ✔ At least 18 years of age
- ✔ Dependable phone and internet service
- ✔ Personal computer with printer
- ✔ Excellent verbal and written communication skills
- ✔ Data entry proficiency
- ✔ Cooperative demeanor with teamwork mentality
- ✔ Maintain privacy of clients
- ✔ Ability to handle several tasks at one time

TERMS AND CONDITIONS OF EMPLOYMENT

Emcon is the legal owner of Mainmailer.com. Emcon has seen a rapid growth in our industry and our company in particular. Our services fill a niche with the public and we need to meet this growing demand. Due to this growth, we are now in need of additional staff to fulfill the demands of our clientele. The ideal candidate possesses a desire to succeed and a trustworthy character.

All of our employees start off in a probationary capacity. This period lasts for 30 days. During this time, our supervisors assess employee performances as well as their attitudes and demeanors. When the 30 day period is over, the supervisors then make recommendations to management on which individuals are candidates for full-time positions. This also allows candidates to get a feel for the type of work they will be performing and decide if they feel the work is agreeable to them.

Probationary employees are paid at the end of the 30 day period. The pay rate is \$2100.00 USD with an additional \$50.00 paid out for travel expense reimbursement.

Full-time employees earn \$2250.00 USD each month and receive an additional \$100.00 each month for travel expenses. Remember, full-time positions are only offered after a supervisor has recommended an individual for that position. It is important to communicate often and effectively with your supervisor during your probationary term to ensure you are doing a great job.

Paychecks are distributed each month via regular mail or direct deposit. There are also options for being paid on a bi-weekly cycle. All arrangements regarding payroll should be made through either the Finance or HR Departments.

We are really excited to be able to offer you this opportunity and hope you decide to take advantage of it and all the great benefits that come with it.



FREQUENTLY ASKED QUESTIONS RELATING TO THE LOGISTICS MANAGER POSITION

Where is Emcon located?

Our physical address is 732 Carnegie Dr Ste 125 San Bernardino, CA 92408 but the position of the Logistics Manager can be worked from any location including your home.

Is relocation required?

Relocation is not a requirement for this position and the position actually requires you to be off-site. This means you can work for us from your residence.

Can I apply for a part-time position?

There are no part-time positions available in regards to the Logistics Manager spots. But the position is quite flexible and only requires you to make yourself available for deliveries during our normal operating hours. Received packages will then need to be forwarded on to our customers, but that also requires minimal time investment and is only required during normal operating hours.

Is traveling required as part of this job?

Travel is very minimal and is generally restricted to your local area. Any expenses you have related to work travel are reimbursed by the company.

Why are packages coming to me instead of the customers?

We have a vast customer base located all over the world. Our non-US customers often have shipping restrictions and exorbitant rates for their packages. With our services, customers are able to get great shipping rates and can shop from a number of sites (ex. BestBuy®) that they would otherwise not be able to due to their international address.

Emcon acts as a facilitator, easing the process between the vendor, our customer and the carrier. By having our Logistics Managers take receipt of packages at their locations, we can assure our customers get what they need at the price they desire with low shipping rates.

Then why are the packages not addressed to me if my address is being used?

Most carriers require that the addressee contact them with any problems or issues. Since this is not part of your job duties and places undue burden on our Logistics Managers, the packages are addressed to the customer. This allows the customer to communicate with the carrier directly when there is a problem and since we are the registered mail agent for the customer, our staff at our company headquarters can also handle those communications.

Are there any expenses I am required to pay out of my own pocket?

You may be required to pay for nominal expenses in the course of your job. However, all expenses are reimbursed on a monthly basis provided you have backup receipts and documentation.



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Does this position come with health benefits?

Our full-time employees have several benefits provided by us. In addition to a generous salary and reimbursement of expenses, we provide medical and dental benefits, as well as 401k and life insurance to our full-timers. Some of our employees actually enjoy fully paid health insurance premiums depending on where they live.

When can I expect to be paid?

For those in the probationary status, paychecks are issued at the end of the 30-day period. Full-time employees have their paychecks issued on the 27th of the month. There is also an option for employees to be paid bi-weekly if they choose.

How many shipments can I expect?

During the probationary period, you can expect around a dozen packages each week. Full-timers usually see about 40 packages every week.

Is this commission-based work?

No, this position is salaried and is not dependent on how many packages you process each month.