

HUB MANAGEMENT ASSISTANT

POSITION SUMMARY

COMPENSATION



All new hires begin their employment at Aero Zippy with a 30-day probationary period. There are no exceptions. This period allows both the employee and Aero Zippy to evaluate whether the role and working relationship are a good fit. It also helps us ensure we place the right person in the right position.

The majority of probationary employees successfully transition to permanent employment with Aero Zippy and remain with the company long term. We are proud to maintain a low employee turnover rate because we invest the time to hire individuals who are well suited to their roles.

Probationary employees are paid at the end of the 30-day probationary period. During this period, the monthly compensation is \$3,250, plus up to \$110 in qualified reimbursable business expenses. We also provide paid, on-the-job training, along with the tools, resources, and support needed to succeed in the role.

Upon successful completion of the probationary period, employees transition to permanent status. Permanent employees receive a monthly salary of \$3,650, plus up to \$160 in qualified reimbursable business expenses.

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 customers' orders from local carriers' offices or stores
- Timely and accurately update inventory system
- 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

EMPLOYMENT REQUIREMENTS

- 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



Aero Zippy, LLC

1801 Century Park E Ste 1850
Los Angeles, CA 90067

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FREQUENTLY ASKED QUESTIONS



Who is Aero Zippy?
Aero Zippy is a subsidiary of Aero Zippy, LLC.

Where is Aero Zippy located?
Aero Zippy HQ is based out of 1801 Century Park E Ste 1850, Los Angeles, CA 90067

On average, how many assignments or packages do I have to process every week?
Probationary employees usually process 5 to 30 packages a week, while permanent employees process around 50 packages.

Would I have to relocate if I accepted this job offer?
No, this position does not require you to relocate. This position is a remote, work-from-home incumbent.

Do you hire part-time staff?
Unfortunately, we do not hire part-timers. Almost all of our employees find our full-time positions flexible and very easy to work into their existing schedules. We can offer job perks and benefits that would be prohibitively expensive to offer to part-time employees.

Are there any out-of-pocket expenses that I should be aware of for this job?
Yes, you can expect to incur small expenses in the form of travel expenses, printer supplies, and packing materials. However, these are all reimbursable expenses as long as you submit receipts and request reimbursement using an appropriate form.

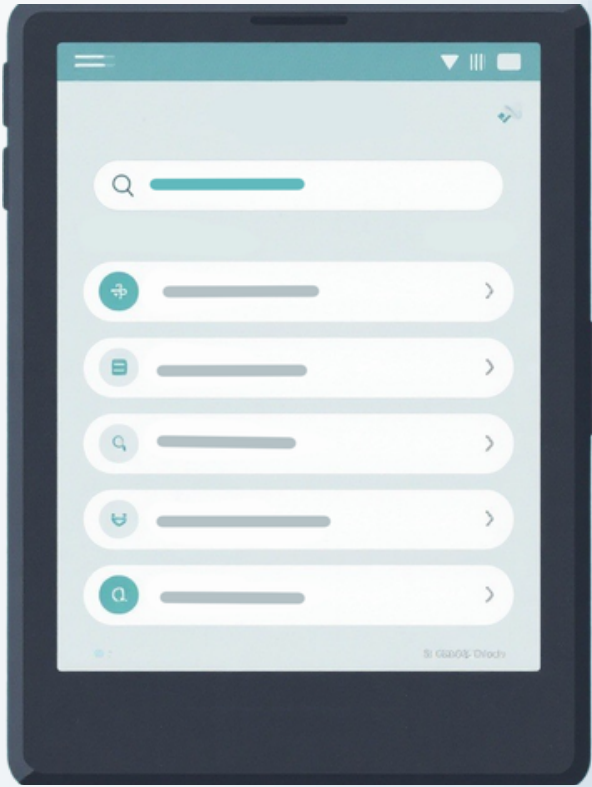


What sort of benefits does Aero Zippy offer?
Benefits are available to permanent employees after successfully completing the probationary period. Benefits include a retirement plan (401K) with company matching, medical and dental plans, a generous paid time off policy, and more.
Coverage, premiums, and options for medical, dental, and vision plans vary from state to state. Permanent employees become eligible for health benefits from the 2nd month of their employment. Permanent employees may also participate in the company's 401(k) plan 90 days after their start date.

How do you train new employees if they are working remotely?
That's a great question! Upon hiring, all new employees will receive a curator assignment. Curators are the point of contact for all job-related things for the entire tenure of this employment. New employees will receive everything from training to job assignments and anything in between from their curators. For the initial 30 days, your curator will provide constant guidance, training, and feedback to ensure your success.
Your curator will help you understand expectations, help manage schedules to efficiently handle your assignments, and assist in all aspects of your job. They will evaluate your performance and adherence to company protocols, and that feedback will be taken into consideration to determine your suitability for a permanent position at Aero Zippy.

What are the contents of the packages I receive?
The contents of these packages are retail items sold and shipped by retailers and online businesses. All packages adhere to shipping guidelines, restrictions, laws, and regulations set forth by local, state, and federal governments. Here are some of the most common items that packages typically contain:
·Apparel and clothing items
·Health and beauty products
·Electronics and small appliances
·Computers and related goods
·Home and garden items

Literally, your packages will be mixed bags, and you can expect a wide variety of items.



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