Eflowz
Efficient Flow. Zero Friction

hr@eflowz.com

LOCAL HUB ASSOCIATE

POSITION SUMMARY



COMPENSATION

All new hires begin their employment at Eflowz with a 30-day probationary period. There are no exceptions. This period allows both the employee and Eflowz 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 Eflowz 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 $3,300, plus up to $120 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 $3,700, plus up to $170 in qualified reimbursable business expenses. In addition, employees who process more than 30 packages in a given week earn a performance bonus of $15 for each package processed above the 30-package threshold.

RESPONSIBILITIES

- Be available to receive deliveries from postal and freight carriers
- Receive, process, label, tag, and ship all assigned orders quickly without missing deadlines (minimum 20 packages per week)
- 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 the 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
- Be able 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
- Have a computer and a printer



EFLOWZ FULFILLMENT, LLC

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FREQUENTLY ASKED QUESTIONS



Who is Eflowz?
Eflowz is a subsidiary of Eflowz Fulfillment, LLC.

Where is Eflowz located?
Eflowz HQ is located at 3255 Wilshire Blvd #1025, Los Angeles, CA 90010

On average, how many assignments or packages do I have to process every week?
Probationary employees usually process at least 20 packages a week (typically 20 to 30), while permanent employees process around 50 packages. Employees who process more than 30 packages in a week receive a bonus of $15 for each additional package above the 30-package threshold.

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.





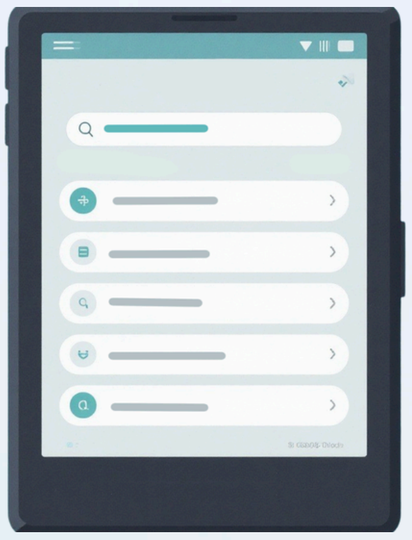
What sort of benefits does Eflowz offer?
Benefits are available to permanent employees after successfully completing the probationary period. Benefits include a retirement plan (401K) with company matching, medical and dental plans, a generous paid time off policy, and more.
Coverage, premiums, and options 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 Eflowz.

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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