



Frequently Asked Questions

Employment Format

Is this position compatible with full-time employment elsewhere?

Yes. This is a part-time role. Certain tasks may be performed remotely, and the position does not require continuous presence at the company's office.

Is remote work permitted?

Remote work may be allowed on a temporary or permanent basis, depending on operational requirements. Employees working remotely are required to comply with company policies related to security, confidentiality, and equal opportunity.

Where is the company office located?

The administrative office address is: 500 Lee Street East, Charleston, WV 25301, United States.

Experience and Training

Is prior experience required?

Previous experience is not mandatory. New employees complete an onboarding process under the guidance of a designated supervisor.

Is training required, and is it paid?

Yes. All new employees are required to complete an initial training period. The training lasts several weeks, is task-oriented, and is compensated according to company policy. Upon successful completion, employees may be eligible for a performance-based bonus.

Responsibilities and Workload

What are the main responsibilities associated with this role?

The position involves receiving assigned shipments, verifying package details, preparing items according to instructions, and forwarding them using approved shipping methods.

How much time is required on a daily basis?

Daily tasks typically require approximately 1–2 hours, depending on workload.

What steps should be taken after a package is received?

Employees receive written instructions and a company-issued prepaid shipping label outlining how each package should be prepared and forwarded.

Delivery and Package Handling

Why might a package be addressed to another individual?

In some cases, shipments are labeled with customer or client names. Employees are informed in advance and are expected to ensure availability for scheduled deliveries.

What if delivery occurs while I am not at home?

Where permitted by the carrier, employees may authorize delivery to a specified location by completing a delivery release form in advance.

What happens if a delivery attempt is unsuccessful?

Carriers generally make additional delivery attempts. If further delivery is not scheduled, the employee may be required to contact the carrier to assist with resolution, following company guidance.

FedEx: 800-463-3339

UPS (Domestic): 800-742-5877

UPS (International): 800-782-7892

Shipping and Expenses

Who is responsible for shipping costs?

All shipping expenses related to assigned tasks are covered by the company. Prepaid shipping labels are provided.

How are packages forwarded?

Packages are prepared in accordance with provided instructions and delivered to authorized shipping providers such as USPS, UPS, FedEx, or other approved carriers.

Technical Requirements

What equipment is required for this position?

Employees must have reliable internet access, standard communication tools, basic office software, a PDF reader, and a web browser. A computer or laptop is required. A smartphone or digital camera may be needed for task-related documentation.

Compensation and Onboarding

How is compensation provided?

Payments are issued via direct bank deposit.

How often are payments made?

Compensation is processed on a monthly basis.

When can employment begin?

Work may begin after completion of the onboarding process and execution of the employment agreement.

Have questions? [Contact us anytime.](#)