



<b>JOB DESCRIPTION</b>	
POSITION	<b>PART TIME COURIER</b>
ÁREA	MARKETING – HOUSTON, TX
REPORTS TO	MARKETING COORDINATOR
PREPARED DATE	AUGUST/2021

**I. SUMMARY:**

The **Courier** position is responsible for order processing, shipping, inbound material, handling inventory control of Marketing materials, maintaining clean warehouse work areas, packaging materials, and service support. The position plays a key role in internal and external customer service in regards to inbound and outbound material.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Processing all sales order shipments in an efficient and timely manner. Responsible for the internal shipping of POP, promotional, display and demonstrator’s material before each activation at Point of sales: Demo Kits, Samples and Premiums for all company brands.
- Requesting the order in Nav system, label creation, communication to the receivers about the shipping, including tracking to ensure receiving.
- Close monitoring and follow-up for the marketing orders with logistics area.
- Assists with the strict control of inventories of POP Material and Display for all company brands. (By each warehouse and merchandiser).
- Verifying the quantity and the description of the material being shipped matches what is printed on the packing slip.
- Ensuring that all product and material is shipped to the correct address.
- Calculating value of duties and tariffs due on transported goods.
- Familiar with standard concepts, practices, and procedures related to import/export shipments.
- Providing configuration support prior to shipment.
- Call couriers for pickup as needed, i.e. FedEx, DHL, UPS, Freight Lines, etc.
- Run mail through postage and drop outgoing mail in the mailbox on a daily basis.
- Ensure all work areas are clean and organized including: work stations, packaging area, stock area, and warehouse staging areas.
- Make sure that boxes, crimped brown paper, foam, and other type of packing that can be re-used are neatly organized, stacked, and not allowed to fall on the floor.
- Perform cycle counts on a routine basis as directed by management.
- Research and resolve discrepancies related to inventory.
- Assist with annual physical inventory counts.
- Report inventory discrepancies to management for review and / or adjustment.
- Any other duties as assigned by management.



### **III. KNOWLEDGE, SKILLS, ABILITIES (K, S, A)**

- English and Spanish language fluency required.
- Basic knowledge of Microsoft Office suite products (Word, Excel, PowerPoint, E-mail, etc.).
- High School Diploma or 6 months of experience preferred.
- Ability to use common office equipment: phone, calculator, PC, etc.
- Self-starter that takes an initiative to get the job done, go beyond tasks that are routine, and with little or no direct supervision.
- Must be able to prioritize work and keep accurate and detailed records.
- Desire to provide the highest level of customer service.
- Have a positive attitude, must contribute to a positive workplace.

### **IV. PHYSICAL DEMANDS**

- Medium work: Exerting up to 60 pounds of force occasionally and/or up to 25 pounds of force constantly to move material for inbound and outbound shipping as well as into inventory.
- Must be able to use dollies and pallet jacks to safely move heavy material when required
- Must have good visual acuity

### **V. QUALIFICATIONS**

- High School Diploma or equivalent
- 6 months of experience preferred.

### **VI. WORK ENVIRONMENT**

We work to maintain the best possible environment for our employees where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

The noise level in the work environment is usually moderate.

### **VII. SALARY**

\$12.50 hourly

### **VIII. TO APPLY**

Send your resume to [hire@mexilink.com](mailto:hire@mexilink.com)