



http://www.boxinboxout.com/?post_type=jobs&p=17739

Returns processor – multiple openings

Description

Responsible for processing returned merchandise for BIBO clients within specified service parameters, and either returning to stock for orders or arranging for disposal.

Responsibilities

- Acknowledge receipt of returns within 24-48 hours of delivery by carriers.
- Examine for quality of return to determine if acceptable to go back to stock as new, open box, or donated/disposed.
- Document with pictures and descriptions any noted damages for communication to the clients as needed to determine disposition.
- Keep returns organized by client, status and date of receipt for final disposition.

Qualifications

- Detail oriented
- Computer skills – need to be able to send emails, some Excel skills appreciated, use label printing software.
- Reliable transportation.

Job Benefits

- Medical and Dental offered
- Paid Holidays and vacation/discretionary time if full time
- Flexible – family focused work environment

Contacts

Application link is on page – can download and email to jobs@boxinboxout.com.

Hiring organization

Box In Box Out

Employment Type

Full-time, Part-time

Beginning of employment

5/1/22

Duration of employment

Full Time

Job Location

7021 Wolfstown Hood Road, 22727,
Madison, VA, US

Working Hours

Monday – Friday – flexible on shifts.
Occasional overtime. Rare weekend work.

Base Salary

\$ 14.00 - \$ 17.00

Date posted

May 2, 2022

Valid through

31.05.2022