

# Pak Mail Employee Job Description

January 16, 2012

**The Salida Pak Mail needs an employee to help with customer service, packing, shipping, records-keeping, and housekeeping. The position is part-time, 25 to 32 hours per week, with the possibility of developing into full-time.**

## ABSOLUTE MUSTS:

- A cheerful, friendly, can-do, team-player attitude
- Reliable and punctual
- Able to deal with a fast-paced, demanding environment
- Computer- and Internet-literacy
- Touch-typing (minimum 35 words per minute; a test will be given)
- Ability to lift up to 35 pounds repeatedly throughout the work day
- Ability to stand and work hard physically for several hours at a time
- Neat and clean appearance
- Willingness to undergo a background check
- Excellent references from previous employers
- A valid Colorado driver's license
- Non-smoker or absolutely no smoke detectable during working hours (owner is allergic to cigarette smoke)

The ideal candidate will also have:

- Great customer service skills
- The ability and strength to use manual and power tools; to build boxes and large, heavy crates; and to handle large, heavy, unwieldy items during packing
- Cash register experience
- Customer service experience
- Shipping and packing experience
- A good reputation in the community

***Top candidates will take a typing test and several other skills tests.***

On-the-job training will be provided for the point-of-sale system, shipping rules and regulations, packing and crating, and other knowledge needed.

Our store operates from 7:30 a.m. to 6:00 p.m. Monday through Friday and 8:30 a.m. to 1:30 p.m. Saturday. Employee's hours are 4 to 8 hours per day, to be determined. Work is on an as-needed basis, from 20 to 40 hours per week, with a guarantee of at least 20 hours per week. No evening or Sunday hours are required unless there are very unusual circumstances. However, if that does come up, cheerful cooperation will be expected. *Working every Monday, committing to a minimum number of hours per week, and working full time (8 hours per day, 40 hours per week) for 2 weeks during the Christmas season are absolutely required.*

In return for our employees being flexible about our schedules, we try to give them as much

flexibility as possible to accommodate other part-time jobs, education, or family responsibilities.

Salary level will depend on skills and experience.

Employees may ship and purchase retail items at Pak Mail for cost, i.e., approximately 35 to 50% off. Other than the normal Social Security shared payment and Workmen's Compensation insurance, no insurance, retirement, or other benefits are currently offered. However, we hope to be able to offer benefits in the future if income allows.

The Salida Pak Mail is an Equal Opportunity Employer. We strive to create an enjoyable work atmosphere. We appreciate and respect our employees, and expect them to appreciate and respect their managers and co-workers in return.

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