



## **Data Entry for eCommerce**

**Immediate Opening(s). Full and Part Time Shifts Available. Weekdays Only. No Weekends.**

**We are seeking a skilled, dedicated and detail oriented candidate who is seeking a secure long term position to be part of our team and move up with us to a full time leadership position with company paid benefits!**

### **Necessary Skills**

- \* Attention to detail
- \* Works well under pressure of tight deadlines
- \* Proven ability to read detail and follow instructions
- \* Ability to work with limited supervision
- \* Achieve and maintain data entry and processing standards for quality, productivity and productive time

### **Qualifications include but are not limited to :**

- \* Must be able to work designated schedule
- \* Highly organized with a strong attention to detail
- \* Proficient in Microsoft Office, Excel
- \* Strong data entry experience and PC Knowledge
- \* Team Player with the ability to multi-task and meet high quality standards \*High School Diploma or GED

We are seeking an individual who is a quick study and has experience with eCommerce platforms and data entry with on-line sales channels. Interested candidates should have above average data entry/computer skills using Word, Excel, internet, including taking, uploading, editing and saving digital camera images. Ideal candidate will be detail oriented and organized (published on-line prices and product information must be accurate, company network data must not be lost or altered).

**This position will require 95% desk work and the candidate should be comfortable to perform work doing data entry at a desk.**

**All responses held in strict confidence. Please email your interest in this position with the following; resume, cover letter that details your precise position qualifications and what value can you bring to the company, your work availability and interview scheduling availability to [jobs@hpms.com](mailto:jobs@hpms.com)**



## **Customer Service and Returns Facilitator**

**Immediate Opening(s). Full and Part Time Shifts Available. Weekdays only. No Weekends.**

We are seeking smart, confident, mature persons to handle returns for our online customers, email responses to customer queries related to returns, inspect returns, process refunds and document non-eligible returns. We are particularly interested in persons whom desire opportunity, not just a job, persons whom are dedicated and interested in long-term, secure permanent employment.

### **Expectations:**

Qualified applicants must have an excellent work ethic, be comfortable learning new things and wearing more than one hat and like to be busy in a fast paced, multi-tasking environment. Experience in customer service related fields is helpful however we value a desire to learn, a positive attitude and an extraordinary work ethic above relative experience. We will train those candidates whom exhibit the personal qualities we are seeking. Our facility is casual however our work environment is serious and professional.

### **Job requirements:**

- \* Respond to inbound email inquiries and initiate email communications with customers regarding returns. Ability to communicate clearly, succinctly and confidently via email and on the phone with consumers.
- \*Computer skills
- \*Organizational skills - Highly organized with great time-management, task follow through & thorough record keeping.
- \*Responsible for returns process, including refunds per our return policies, inspecting, sorting, receiving merchandise and preparing for relisting when applicable.
- \*Demonstrate enthusiasm for the work at hand and the ability to analyze simple problems, anticipate consequences, and eliminate obstacles to successfully completing objectives.

### **Ideal candidate would have these personal qualities:**

- \*Upbeat attitude, reliable and professional demeanor
- \*Positive, proactive, co-operative and supportive
- \*Ability to work cooperatively with a team
- \*Organized and detail oriented
- \*Ability to work quickly and accurately
- \*Problem solving skills are required
- \*Welcome feedback and adapt to improve job performance
- \*Honest and reliable

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## **Shipping clerks - Order Processing**

**Immediate Openings. Full and Part Time Shifts Available. Weekdays only. No Weekends.**

Exceptional opportunities for advancement, growth and company paid benefits for eligible full time workers. Great for those seeking part time hours; parents, mothers, retired, students or any individual, with or without a college degree, seeking work with a stable company that offers security and growth opportunity.

**Shipping clerks Order fulfillment:** Strict attention to detail and the ability to work quickly and accurately to meet performance objectives are the most important skills required. Errors in picking the wrong products or packing ineffectively are a costly shipping expense so this position requires the use of good common sense, the ability to follow the established guidelines for packing and a propensity to be accurate and focused.

**Processing:** Knowledge/Experience with Ship Station Software is helpful. Ability to quickly learn, accurately navigate internet and use proprietary software is essential. These positions entail the efficient, accurate evaluation of appropriate shipping method and scanning of outgoing packages for shipment through multiple carriers using software provided.

Be organized, flexible, multi-tasker. Easy going, professional, self-motivated, reliable and punctual. Be able to work standing up the entire shift and be able to lift up to 50 lbs. Demonstrate consistent positive attitude, work ethic and work cooperatively with staff.

We offer opportunity and job security for all employees whom add value to our team and generously compensate and benefits for full time associates. If you think you would like to work for a small company that values individual workers and you are interested in contributing to the company's culture which focuses on cooperative teamwork this may be the place for you!

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