

**NOTICE OF FILING:**

*(MUST be placed in two conspicuous locations at workplace for 10 consecutive business days and sent electronically to all employees and contractors; including those laid off in the last 6 months)*

EMPLOYER NAME: Bond Design LLC

JOB TITLE: Shipping, Receiving, and Customer Service Clerk-Three positions

PERIOD OF EMPLOYMENT: Permanent

**DUTIES:**

For company that consolidates and forwards online purchases of U.S. merchandise for clients in Brazil (100% OF CLIENTS ARE IN BRAZIL):

20% Receiving:

Input information regarding clients U.S. purchases into the database, when they arrive including photographs, weight, noting damage;

Process returns of items, on behalf of clients, that arrive damaged ;

Sort incoming merchandise and organize by client ;

40% Customer Service: (all performed in Portuguese)

Report the arrival of merchandise to the client in Brazil and report any damage;

In professional manner, communicate with customers in Brazil and warehouse staff in Brazil via text, e-mail, or phone to answer questions about their merchandise orders and resolve issues and discrepancies, work with clients to coordinate exchanges or returns of items that arrive damaged ;

40% Shipping:

Package and label orders for international shipping, including preparation of Brazilian customs documentation in Portuguese

WAGE: \$33925 per year

LOCATION: 1227 W Broad St, Saint Pauls, NC 28384

**REQUIREMENTS:**

More than 50% of duties can only be performed in Portuguese

Advanced intermediate level of Portuguese fluency in reading writing and speaking required; proctored testing is required

Accurate typing at 25 wpm

Ability to lift up to packages and pallets of 20-50 pounds infrequently and routinely lift packages up to 20 pounds

Ability to interface with customers in professional manner-will be assessed via hypothetical situations in the interview

Foreign equivalent of high school diploma is acceptable

Applicants for this position may mail resume and cover letter to: Bond Design LLC 1227 W Broad St, Saint Pauls, NC 28384

*This notice is being posted for 10 consecutive business days in connection with the filing of a Permanent Alien Labor Certification for the above-mentioned position with the Department of Labor pursuant to 20 C.F.R. §656.10(d). Any person may provide documentary evidence bearing on the application to: U.S. Department of Labor, Employment and Training Administration, Office of Foreign Labor Certification, 200 Constitution Avenue NW, Room N-5311, Washington, DC 20210. Complaints alleging misrepresentation of material facts in the labor condition application and/or failure to comply with the terms of the labor condition application may be filed with any office of the Wage and Hour Division of the United States Department of Labor.*

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**DATES POSTED:** FROM:\_\_\_\_\_ TO:\_\_\_\_\_

**WHERE POSTED:** \_\_\_\_\_

**EMPLOYER SIGNATURE:** \_\_\_\_\_

**PRINT EMPLOYER NAME:** \_\_\_\_\_