



JOB DESCRIPTION

Job Title: Mail Entry Clerk
Facility: Brooklyn Park
Department: Mailing Services
Reports to: Mailing Services Manager

SUMMARY

Ensures complete and accurate tracking/presentation of all out going direct mail.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Produces all postal documentation.
- Works with postal clerk on plant loads for clearing of mail.
- Stages of all outgoing mail.
- Ensures all mail that is complete is delivered on its mail date via ENPOINTE, courier or USPS transportation.
- Maintains tracking of all outgoing mail.
- Requests postage money from Accounting for deposit into meter or postage accounts.
- Preserves important production, and business records.
- Works closely with Mailing Services Manager and Project Manager for purpose of assisting in Mailing Services billings.
- Reports time and material consumption accurately.
- Preserves and passes along customer artwork in clean and undamaged condition.
- Keeps work area neat and clean.
- Obeys company rules and observes all safety regulations.
- Understand your role in the companies' Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma or equivalent.

PHYSICAL REQUIREMENTS

- Constant pushing, bending, working on a computer, walking, standing, sitting, and operating mechanical equipment & motor vehicles.
- Frequent lifting 20lbs, reaching, and stooping.
- Occasional lifting 50+lbs, pulling, kneeling, climbing stairs & Ladders.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)