



## JOB DESCRIPTION

**Job Title:** Mail Entry Supervisor  
**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.
- Postal approvals.

### QUALIFICATIONS

- High school diploma or equivalent.

### PHYSICAL REQUIREMENTS

- Constant working on a computer.
- Frequent walking, standing, sitting, and operating mechanical equipment.
- Occasional lifting 20+lbs, pulling, pushing, bending, kneeling, stooping, and climbing stairs and 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)*