



JOB DESCRIPTION

Job Title: Mailing Services Coordinator

Facility: Brooklyn Park

Department: Mailing Services

Reports to: Mailing Services Manager

SUMMARY

Oversees the day to day duties for the handwork area in the Mailing Services Department with includes sorting mail according to postal regulations, hand labeling, hand inserting, preparation of samples, and closing out job ticket, etc.

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

- Plans, assigns and directs the work of temporary workers in the handwork area as need.
- Backs-up and assist Mailing Department Supervisor.
- Pulls Lettershop samples, based on appearance and quality, for Client Services and Sales.
- Delivers prepared samples to shipping, Client Services or Sales as specified by ticket.
- Closes Mailing job tickets after verifying for accuracy and quality.
- Assists operators on inserting jobs, tabbing jobs, metering/stamping etc. as needed.
- Assists other departments in handwork jobs as requested.
- Processes special requests from Accounting, Client Services, Distribution or Sales.
- Understand your role in the companies' Quality Management System regarding ISO.

QUALIFICATIONS

- High School Diploma or equivalent.
- 1-2 years of Direct Mail experience.
- Strong mathematical skills.
- Ability to lift and/or move up to 50 pounds.
- Good hand-eye coordination.
- Ability to stand for extended periods.

PHYSICAL REQUIREMENTS

- Constant working on a computer.
- Frequent lifting 20-50lbs, bending, sitting, and operating mechanical equipment.
- Occasional lifting 50+lbs, pushing, walking, standing, kneeling, stooping, and 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)