



## **JOB DESCRIPTION**

**Job Title:** Mail Entry Lead  
**Facility:** Brooklyn Park  
**Department:** Mailing Services  
**Reports to:** Mail Entry Supervisor

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### **SUMMARY**

Provides direct leadership and support of Mailing Services material handler employees and works to achieve efficient operation of product storage and material movement. Works closely with Shift Supervisors, Client Services, and Shipping.

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

- Provides leadership to mail entry and material handling workers.
- Analyzes processes & procedures for purposes of streamlining workflow.
- Cross trains new and current staff to ensure there is coverage for all equipment and programs.
- Communicates material movement needs with next shift handler and reviews what is expected to be accomplished.
- Establishes operational procedures for activities such as verification of incoming and outgoing shipments, handling, and disposition of materials, and keeping warehouse inventory current.
- Resolves problems that arise on the job, recommend new or enhancements to procedures so old problems do not reoccur.
- Inspects physical condition of warehouse and equipment. Prepares Track-It orders for repairs of equipment.
- Establishes operational procedures for the forklift(s), operates forklift(s) and supervises employees operating forklift.
- Produces all postal documentation.
- Works with postal clerk on plant loads for clearing of mail.
- Ensures all mail that is complete is delivered on its mail date via ENPOINTE, courier or USPS transportation.
- Requests postage money from Accounting for deposit into meter or postage accounts.
- Works hours needed to ensure that jobs are completed on time and understands their role in the companies' Quality Management System regarding ISO.

### **QUALIFICATIONS**

- High school diploma.
- 5s, Lean, Six Sigma, or equivalent training.
- 3-5 years' experience in a Lead roll in a commercial direct mail company.
- Proficient in use of Microsoft products such as Excel, Word, Outlook, etc.
- Excellent math and reading and highly organized.
- Excellent written and oral communication skills.
- Ability to lift and carry 40-60 lbs.

## PHYSICAL REQUIREMENTS

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