



JOB DESCRIPTION

Job Title: Postal Affair and Policy Advisor

Facility: Brooklyn Park

Department: Administration

Reports to: Director of Digital Print Technologies and Postal Affairs

SUMMARY

The Postal Affair and Policy Advisor serves as a strategic liaison between ENPOINTE, the United States Postal Service (USPS), and key industry stakeholders. This role is responsible for monitoring, analyzing, and influencing postal policies, regulations, and best practices that affect ENPOINTE's operations and strategic objectives. In addition to external engagement, the Policy Advisor leads internal reviews of ENPOINTE's mail operations to ensure compliance, operational efficiency, and alignment with evolving postal standards.

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

Policy Analysis & Advocacy

- Monitor and evaluate postal regulatory changes, USPS requirements, and ENPOINTE postal agreements.
- Provide timely insights and guidance on USPS changes, promotions, pricing updates, and regulatory developments to senior leadership, sales teams, and relevant departments.
- Develop briefs, recommendations, and strategic responses to postal changes impacting ENPOINTE.

Stakeholder Engagement

- Build and maintain strong relationships with USPS representatives, trade associations, and key players in the mailing industry.
- Represent ENPOINTE in USPS and industry forums, and customer meetings related to postal affairs.
- Serve as a subject matter expert and point of contact for USPS-related inquiries and initiatives.

Strategic Advisory

- Advise internal teams on postal compliance, pricing structures, service standards, and operational best practices.
- Collaborate across departments - including sales, account management, pre-media, data processing, logistics, and accounting - to ensure postal strategies are integrated and optimized.

Research & Reporting

- Conduct impact assessments of proposed postal regulations, market trends, and operational changes.
- Prepare clear, actionable reports and updates for ENPOINTE leadership on USPS developments and their implications for ENPOINTE.
- Maintain documentation and dashboards to track postal performance metrics and compliance status.

QUALIFICATIONS

- Education and/or Experience:
 - Bachelor's degree (B.A.) from four-year college or university; or four years related experience and/or training; or equivalent combination of education and experience.
- Possess personal characteristics of integrity, dependability, competence, and prudence.
- 5 years managerial or supervisory experience, preferably in a Mailing Services environment.
- Thorough knowledge of direct mail and USPS processes relating to Mailing Services tasks.

- Have strong team leading and mentoring skills and a strong drive for results.
- Highly motivated, with strong organizational, negotiating, and interpersonal skills.
- Exceptional communications skills are required to successfully interface with our customers, vendors, and internal personnel.
- Strong skills in work planning, and scheduling, and knowledge of those procedures.
- Experience with print-based MIS systems, ideally PrintStream.
- Be proficient in Microsoft Office, and other PC and MAC applications.

PHYSICAL REQUIREMENTS

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

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)