

We are expanding our Processing Center ! The Mail Clerk position is a Part-Time onsite role, working about 20 – 29 hours per week. The pay rate is 13.00/hr. We offer flexible hours and scheduling. Standard work hours will vary between the hours of 8:00am – 8:00pm, Monday through Friday. Training hours would be 9:00am-2pm Monday- Friday.

Job Summary

The Mail Clerk is responsible for supporting the Dependent Eligibility Verification (DEV) team during daily operations. This includes organizing, folding, and inserting mailers for outgoing mail. The sorting and scanning of all incoming surveys utilizing a strong attention to detail. This role will assist in printing, organizing, and stamping outgoing mail, as well as opening and sorting incoming daily mail, maintaining our filing system, and collaborating with the team to complete tasks as assigned.

Essential Duties and Responsibilities:

- Processes incoming mail and Business Reply Mailings (BRM) with attachments, and then records daily mailing record counts.
- Operates mail machines including the postage meter, and photocopying machine, and mail folding and inserting machine.
- Assists in preparation and production of client mailings for any printing, stuffing and posting, including, preparing custom forms and postcards.
- Adept at scanning large numbers of forms and documents
- Conduct inventory and to ensure necessary supplies needed for the mailroom are available
- Ability to manage multiple tasks effectively and efficiently to ensure deadlines for tasks are completed on time and as directed by management.
- Adheres to all confidentiality agreements associated with data and documents received.
- Performs other related duties as assigned by management as business needs are changed or expanded.

Education and Experience

- High school diploma or equivalent required
- Experience in a related area preferred but not required

Qualifications and Work Experience:

- Good communication skills.
- Must be able to lift 20lbs and occasionally up to 70lbs.
- Basic understanding of operating instructions and processes for machines.
- Basic understanding of postage rates and regulations.
- Ability to correctly sort and distribute large amounts of mail.
- Ability to understand and follow written and oral instructions.
- Ability to complete projects in a timely manner.