

## Postal Clerk

Req ID: 20806 - Manufacturing/Warehouse/QA - Full-Time

**SHIFT:** 2<sup>nd</sup> Shift

**STARTING WAGE:** Starting Wage of \$11.50 per hour, commensurate with experience. 2nd shift positions include a 75¢ differential in addition to base pay.

**SUMMARY:** This position will act as a liaison between all production departments and out-sourced mail vendors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Publish daily reports of mail activity and aggressively pursue cost savings measures.
- Act as a resource on all postage and mailing issues for NCP management and co-workers.
- Process incoming mail
- Verify manifest for outside vendors
- Contact various outside postal addressees
- Scan Postage Analysis (PA) sheets daily
- Data Entry duties
- Shipping machines (example: Airborne Express, Federal Express, etc.)
- PA information and mail-ops usage
- Verification & computation of pre-sort credit(s)
- Label and shipping journals
- United States Postal Services (USPS) documentation and analysis (USPS 3600 & USPS 3602)
- Manually verify single-piece count(s)
- Daily communication with USPS postal inspectors
- Filing, as needed
- Familiarity with Microsoft Office applications (Word, Excel, etc) including e-mail.
- Overtime as needed.
- Regular and appropriate attendance is expected in this and all other positions at NCP.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**BASIC QUALIFICATIONS AND REQUIREMENTS:** Excellent written and oral communication skills. Proficient in Microsoft Word and Excel. Basic accounting experience and typing skills. A self-starter, who shows initiative, works well under pressure in a fast-paced environment. Has the ability to manage multiple issues at once, fulfill deadlines and commitments. Basic accounting experience and typing skills. Available for extended shifts when necessary.

**EDUCATION and/or EXPERIENCE:** High school diploma or equivalent. One to three months-related experience preferred.

**LANGUAGE SKILLS:** Ability to read, write, and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information one-on-one and in small group situations.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**REASONING ABILITY:** Ability to account for all documents processed and shipped.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; sit; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, or kneel. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 75 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and/or airborne dust &/ or paper particles. The noise level in the work environment is usually loud. All employees will be working in a manufacturing

production environment. This includes working around various types of mechanical equipment or in areas where industrial lift trucks are used. All work environments that exceed OSHA's standard on noise levels are required to wear the hearing protection that is provided.