

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from North American Division employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: Mail Room & Shipping Assistant (Full Time)

DEPARTMENT: Facilities Management (NAD Facilities)

SUPERVISOR: Duane Sterner, Facilities Manager, Facilities Management

LOCATION: (Columbia, Md)

ESSENTIAL JOB FUNCTIONS:

- Prioritizes Mail & Shipping jobs finding the most cost-effective way to send mail and parcels.
- Sorts and coordinates the mail deliveries to the respective departments and around the NAD building when necessary and as needed.
- Ensures adherence to NAD policies and guidelines as it relates to safety & security procedures throughout the Mailroom Distribution Center/ Shipping/Receiving.
- Maintains Quality/Workflow Compliance and Safety Measures.
- Demonstrates commitment and enthusiasm to NAD employee's mail & shipping expectations.
- Receives and sorts NAD Department Mail and loads it on delivery carts as needed. Distributing mail to appropriate recipients or departments as needed.
- Maintains and records incoming and outbound mail on Neopost Shipping System.
- Ensures delivery of outgoing mail to courier or post office as needed.
- Provides Courier Service to GC on a weekly basis – pick up and drop off mail.
- Performs data entry activities and assist NAD employees with tracking packages.
- Maintains adequate mailroom supplies/Post Office forms & notifies supervisor when supplies are low.
- Checks postal rates and weighs outgoing mail on counter & floor scale per mail or shipping job.
- Posts shipping labels on packages and complete shipping & custom forms – with supervisor's approval.
- Arranges for courier services to deliver packages.
- Records postage meter readings daily, per Neopost System.
- Purchases postage and ensures postage supply via Neopost – with supervisor's approval
- Promotes and maintains a creative, positive atmosphere of professionalism and support within the Mail Distribution Center.
- Provides honest and timely verbal and written feedback to employees as it relates to inquiries.
- Utilizes technology to perform tasks efficiently and demonstrates the ability to communicate effectively both orally and written.
- Understands and embraces core NAD service/solutions & values.
- Solid, basic mathematical skills required and excellent planning, prioritization and organizational skills.
- Ability to stand, sit and/or walk for long periods of time with or without accommodations.
- Under the supervision and guidance of the Facilities Management leaders, coordinates the pick-up and delivery of local and international express mail services (FedEx, UPS, USPS etc.)
- Position may require Shipping/Mailroom Clerk to perform activities due to unanticipated volume increase of mailings, staffing coverage issues and/or special project needs requested by NAD.
- Performs other work-related duties and administrative tasks as may be assigned by supervisors.

Warehouse responsibilities

- Load pallets onto pickup or box truck and take to warehouse.
- Unload pallets via pallet jack and or forklift.
- Load pallets onto shelves in organized fashion.
- Manage short term revolving storage.
- Inventory.
- Keep warehouse clean.
- Liaison for NAD warehouse.
- Receive and prepare shipment for events

EDUCATION/EXPERIENCE/CREDENTIALS: Associates Degree or Appropriate successful work experience may be acceptable in lieu of scholastic requirements. Two years of successful relevant mail distribution experience in high volume/fast paced environment are preferred but not required to gain the skills and knowledge necessary to perform job duties. Must have a valid driver's license and good driving record.

KNOWLEDGE AND SKILL: Requires well developed knowledge of church employment policies and practices. Must exhibit extensive initiative; work with minimal supervision. Adaptable and able to evaluate priorities. Ability to perform office and support duties with speed and accuracy. Requires ability to work in high production office with many interruptions. Requires great people skills, patience and the ability to multi-task. Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment (including computer, MS Word/Excel, etc.), English

usage (spelling, grammar, punctuation, etc.). Position requires keyboard speed with high accuracy. Must be able to facilitate good communications among departmental staff, other departments and outside personnel. Must have or obtain within 60 days of hire, Training Safety Certificate for the operation of the electric pallet jack

If interested in the above position submit cover letter and resume to jobs@nadadventist.org immediately.

Posted:

December 2, 2021 @ 7:00 p.m.

This notice will expire:

December 8, 2021 @ 7:00 p.m.