

Job Description

Job Title: Mailroom Assistant

Report to: Mailroom Supervisor

Job Category: Full-time

Classification: Non-Exempt/Hourly

Summary of Position

Reporting to the Mailroom Supervisor this position will assist in all aspects of mailroom operations including but not limited to incoming and outgoing mail, shipping and receiving, daily processing of mail, printing internal mailings, and the management of mailroom print and workflow.

This is a full-time, on-staff, on-premises job, located in Newington, Connecticut.

Major Duties and Responsibilities

- Manage shipping functions which include but are not limited to loading and unloading trucks, packaging, proficiency of shipping software and maintaining software upgrades when necessary.
- Must be proficient with all mailing equipment and able to calibrate and maintain equipment for proper use.
- Required to serve as liaison to the IT Department for implementations of new mailings.
- Assist and back up Supervisor in all daily tasks, including duties requiring the use of computers, related software, and online applications to ensure all deadlines are met and workflow is consistent.
- Ensure proper coverage during peak workflow and in the absence of Supervisor.
- Distribute and collect all internal mail.
- Performs other job-related duties as assigned.

Expectations

- Contribute to creating a positive energy and fostering a team atmosphere, showing excitement and pride in the team's work, and being accountable for results.
- Proficient in postal regulations.
- Ability to work both independently and in a team environment, utilizing strong interpersonal skills effectively to interact with a diverse range of people.
- Exercises superior organizational skills and foresight.
- Proactively ensures that all priorities are accomplished, and unplanned items are addressed timely and appropriately.
- Ability to complete assignments independently.

Knowledge and Skills

Experience: One to three years of similar or related experience.

Education: A high school diploma or equivalent. Must have working knowledge of US Postal Service rates and regulations.

Interpersonal Skills:

- The ability to be clear, specific, professional, and courteous in spoken and written communication.
- Work normally involves contact with people beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion.
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Work Environment: May be required to work in our local warehouse office and/or make daily pickups and deliveries to the US Post Office

To apply please submit your resume and cover letter to hrn@arrl.org.