

Supervisor, Postal Services
Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=118807>

Downloaded On: Jun. 19, 2019 1:21am

Posted Jan. 25, 2019, expired May 27, 2019

Job Title Supervisor, Postal Services

Department

Institution Embry-Riddle Aeronautical University
Daytona Beach, Florida

Date Posted Jan. 25, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Professional Staff

Academic Field(s) Administrative Support/Services
Student Services

Apply Online Here <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190061>

Apply By Email

Job Description

Supervisor, Postal Services - (190061)
Description

Embry-Riddle Aeronautical University invites applications for the position of Supervisor, Postal Services at the Daytona Beach campus. The Supervisor directs and provides operational, budgetary, and administrative support for the Postal and Shipping Services department. This position provides leadership to staff and student assistants and delegates duties to support all incoming and outgoing postal/shipping services for the University community.

Responsibilities include the following:

Supervise a work group including hiring, training, directing, coaching, and evaluating.

Supervisor, Postal Services Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=118807>

Downloaded On: Jun. 19, 2019 1:21am

Posted Jan. 25, 2019, expired May 27, 2019

Ensure compliance of all federal and state postal and shipping rules and regulations in the receipt, handling, and distribution of all classes of mail/packages.

Maintain accurate records of volume and types of outgoing mail and shipments processed.

Oversee and monitor charges to departments, ensure the most cost-effective ways to process mail/packages, and monitor and produce all associated service STATS for monthly reporting.

Assist with mail design and advise and oversee funding for department mailing projects.

Research and resolve service issues and customer complaints.

Oversee and assist with daily mail operations by actively participating in the receiving, sorting, preparation and distribution of incoming/outgoing mail.

Monitor and ensure efficient and timely delivery of all mail/packages to students and university community.

Direct, oversee and serve as the primary liaison for the University's USPS Contract Postal Unit (CPU), and Fed-Ex and UPS shipping services.

Monitor the handling, processing and receipt of sales of all outgoing mail/packages at the customer service windows.

Oversee and assist with student mailbox assignments, box records in campus solutions and all associated mail handling tasks associated with non-delivery of mail, such as research, forwards and returns.

Monitor and maintain a safe work environment for staff and student assistants.

Remain educated and up to date on technology and mail/shipping industry standards.

Qualifications

Required Qualifications:

High school diploma or GED and minimum of 3-5 years of related work experience.

Mail Services Industry Certification and professional development.

Ability to maintain security compliance according to State and Federal Laws and Regulations pertaining to safe handling and transportation of mail/packages.

Must retain a Florida Drivers License and must meet the University's standards for approved drivers.

Unacceptable driving records (as stated in the Use of Equipment and Vehicles Procedure 1.17) include the following (for three years from the date of each occurrence):

More than 3 moving violations and/or accidents in 3 years

More than 2 moving violations and/or accidents in any 1 year

A major conviction in the last 3 years, including (but not limited to) driving while intoxicated, leaving the scene of an accident, reckless driving, and/or homicide or assault by motor vehicle.

Experience and ability to effectively provide leadership through supervision and management of personnel and operational funds.

Knowledge and experience in all phases of mail/package handling, processing and delivery for both

Supervisor, Postal Services
Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=118807>

Downloaded On: Jun. 19, 2019 1:21am

Posted Jan. 25, 2019, expired May 27, 2019

incoming and outgoing services.

Certified, experienced and knowledgeable of U.S. Postal/Shipping requirements & safety regulations in relation to mail/package preparation and processing with emphasis on ensuring compliance with Federal and State mailing/shipping laws and regulations.

Knowledge and experience in the use of mail/package processing equipment, handling and maintenance.

Skilled in the progressive use of shipping programs and associated applications, computer, calculator and credit/Eagle card machines.

Ability to work with Excel and other finance and business applications necessary to enter and analyze data.

Ability to handle a workload with multiple priorities.

Strong organizational and customer relations skills with the ability to communicate well verbally and in writing.

Ability to exercise good judgment and have strong initiative in managing finances, projects, directing and problem solving.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact