

Postal Assistant
Bryant University

Direct Link: <https://www.AcademicKeys.com/r?job=123662>

Downloaded On: Oct. 16, 2019 10:55am

Posted May 22, 2019, expired Sep. 21, 2019

Job Title	Postal Assistant
Department	POST-Post Office
Institution	Bryant University Smithfield, Rhode Island
Date Posted	May 22, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	http://employment.bryant.edu/postings/2117
Apply By Email	
Job Description	

Position Summary

This position is accountable to accurately, efficiently, and correctly receive, sort, post and distribute US mail and interoffice mail for all University departments, and provide related customer service and clerical support necessary to ensure the effective operation of a branch of the United States Post Office in addition to handling packages from other carriers such as UPS, FedEx, DHL, LaserShip, etc.

Principal Accountabilities

Effectively sort and distribute all incoming and interoffice mail for campus delivery, redirecting mail as appropriate, and ensure that all express mail or special packages are appropriately received and recorded, and that recipients receive prompt notification of mail/package arrival.

Effectively sort, bundle and process all US mail in accordance with US Postal regulations, and ensure all outgoing mail is appropriately metered and that accurate records are maintained on departmental recharges for outgoing mail.

Provide prompt, courteous service to all postal customers, assisting patrons with general questions on

Postal Assistant Bryant University

Direct Link: <https://www.AcademicKeys.com/r?job=123662>

Downloaded On: Oct. 16, 2019 10:55am

Posted May 22, 2019, expired Sep. 21, 2019

postal procedures/guidelines, cost saving techniques, and the sale of postal stamps, postal supplies, etc.

Effectively operate and maintain all postal related equipment, and accurately enter new or up-dated information on Bryant faculty, students and staff into the database to ensure mail will be delivered/forwarded to appropriate locations.

Performs related duties as assigned.

Qualifications

This position is best filled by an individual with strong interpersonal, organizational and math skills. The ability to enter information into a database and the ability to operate postal meters, scales and related mail processing equipment are required. Experience with Microsoft Word and Excel are preferable. Certain requirements are subject to possible modification to reasonably accommodate persons with disabilities.

Contact Information

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

Contact