

Postal Assistant Part-Time (MTTF 10-2/Sat 11-2)
Bryant University

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Job Title	Postal Assistant Part-Time (MTTF 10-2/Sat 11-2)
Department	POST-Post Office
Institution	Bryant University Smithfield, Rhode Island
Date Posted	Jul. 31, 2017
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	http://employment.bryant.edu/postings/1561

Apply By Email

Job Description

This position reports to the Post Office Manager. Assisting the post office staff with their responsibilities are student employees.

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.

Contact Information

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



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Contact

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