

American Radio Relay League Inc.
Mailroom Assistant

Department:	MAILROOM	Grade:	5
Reports To:	Mailroom Supervisor	Classification:	Non-Exempt
Starting Rate:	\$18.00 - \$20.50		

Role:

To assist with all aspects of mailroom operations, including but not limited to incoming and outgoing mail, shipping and receiving, and daily processing of first-class and standard mail.

Essential Functions & Responsibilities:

- Required to perform shipping functions which include but are not limited to loading and unloading trucks, packaging, and being proficient in the use of shipping software.
- Must be proficient with various types of mailing equipment and able to meet deadlines.
- Distributes and collects internal mail to all departments.
- Maintains cleanliness of mail and storage areas.
- Receive and provide cross-training of various duties to ensure proper coverage during peak workflow and staff vacations.
- May be required to work in our local warehouse off-site and/or make daily pickups and deliveries to the U.S. Post Office.
- Performs other job-related duties as assigned.

Performance Measurements:

1. Contributes to creating positive energy and fostering a team atmosphere and showing excitement and pride in the team's work.
2. Ensure accurate processing of all mail, incoming and outgoing.
3. Ensure proper use of postage, Postal regulations and be able to recognize and communicate the best use of shipping methods.
4. Maintain the cleanliness of mail and storage areas to the prescribed standard set by the supervisor.
5. Provide friendly, professional, and accurate service and support to all members and associates.
6. Ability to multitask and prioritize daily tasks and work independently.
7. Required to adhere to all safety protocols and use a weight belt when necessary.
8. Must have a valid driver's license, be able to operate a motor vehicle independently, and travel independently via automobile.
9. Must be able to stand for long periods of time and lift 70 pounds.

Knowledge and Skills:

Experience	Proficiency with basic office software, scanner, and mail tracking systems/ Postal knowledge is helpful but can be fully trained in a few months.
------------	--

Education	A high school education or GED.
Interpersonal Skills	Must be reliable, courteous, and able to communicate effectively. Work involves contact with persons company-wide, generally regarding routine matters for the purpose of giving or obtaining information, which may require some discussion. Outside contacts take the form of working with service vendors in providing assistance and information.
Other Skills	<ul style="list-style-type: none">- Postal knowledge is helpful but can be fully trained in a few months.- Strong attention to detail to ensure accurate mailing information.- Must have a valid driver's license.
Physical Requirements	Must be able to stand for long periods of time, walk (including stairs), and lift heavy packages up to 70 pounds.
Work Environment	Mailroom and warehouse.