



JOB DESCRIPTION

JOB TITLE	Mail Processing Clerk
JOB LEVEL	B
DEPARTMENT	Director's Services, Corporate Services
SUPERVISOR	Supervisor, Corporate Services

POSITION SUMMARY

The Mail Processing Clerk provides organizational support by processing and distributing mail and courier packages within the Education Centre.

DUTIES AND RESPONSIBILITIES

- Process and distribute incoming and outgoing mail, including large batch items, courier packages and other deliveries within the Education Centre according to relevant regulations while maintaining high levels of confidentiality.
- Log and price all outgoing courier items.
- Receive and log courier deliveries and trace lost or misdirected items.
- Process returned mail.
- Maintain information regarding rates, weight/size restrictions and procedures from postal services, customs services and couriers.
- Respond to inquiries, communicate direction on behalf of the Supervisor, and take action or redirect as necessary, where appropriate.
- Provide information to employees related to delivery and mail services.
- Liaise with service providers.
- Update account numbers and maintain database.
- Provide Finance department with budget codes for courier invoices.
- Ensure employees are charged for personal mailing costs.
- Monitor supplies and place orders through Board systems.
- Operate and provide basic maintenance on office and postage machines.
- Pick up items from the post office as required

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

Related work experience is an asset.