

Our Sunday Visitor

Date Posted: October 30, 2009

Job Title: Postal Coordinator

Job Summary:

The position is responsible for assisting the Transportation Manager with Postal functions.

Essential Job Functions (*=Non-essential tasks):

The following is a representation of the types of activities the Postal Coordinator will be expected to perform and is not all-inclusive.

- Preparation of postal documents on a daily basis
- Maintain Postal reports
- Coordinate scheduling with Mail Consolidators
- Communicate daily with Postal Office
- Monitor delivery standards of USPS
- Training and Communicating Postal Requirements
- * Other duties as required

Requirements:

Experience:

- Previous experience preferred but not required.

Education:

- High School Diploma

Skills and Abilities:

- Good PC skills, including Word, Excel and Access
- Excellent communication skills
- Problem solving skills
- Postal presort – (OJT)
- LTL/TL/Parcels – (OJT)
- Filing
- Telephone

(The above statements describe the general nature and level of work being performed in this job. They are not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management).