



BENNETT COLLEGE

Job Posting

Title: Mail Services/ Central Receiving Specialist (Part-Time)

Date of Posting: 09/02/2021

Closing Date: Until Filled

Department: Facilities

Reports To: Director, Campus Operations

GENERAL SUMMARY:

The Mail Services/Central Receiving Specialist serves as the operator of the Bennett College Mail Center and Central Receiving Depot and provides a program of postal and delivery services to fulfill the needs of the Bennett College campus community.

This position is scheduled Monday – Friday, 8:00am – 2:30pm.

ESSENTIAL JOB FUNCTIONS:

- Receive and distribute domestic and international mail, packages and shipments from the U.S. Postal Service and private carriers such as FEDEX, AIRBORNE Express, UPS, and DHL
- Process outgoing campus mail using a postage meter system
- Develop campus mailbox roster for all active students
- Assign campus mailboxes to current faculty and staff
- Supervise and train campus work-study students
- Order and maintain post office supplies including US postage stamps for sale
- Obtain receipts for certified, registered, and insured mail
- Forward all first- and second-class mail to individuals who are no longer at Bennett College, provided an Official Forwarding Change of Address Form (PS Form 3575) is on file and return all mail without a forwarding order to the sender

- Coordinates and documents the delivery and distribution of packages and shipments with receiving departments and the Purchasing Officer
- Maintains an inventory of all soft goods in central receiving area
- Perform other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of US Postal regulations and rates
- Strong interpersonal and communication skills
- Ability to work under pressure and attend to details
- Ability to work independently
- Demonstrated experience using Microsoft Office
- Knowledge of mail metering systems
- Knowledge of safe mail handling and general safety precautions

EDUCATION AND EXPERIENCE:

- High School graduate; some college preferred.
- Three to four years' experience working in mail processing and handling is required.

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- online application for employment (found at www.bennett.edu)
 - click on "Quick Links" at the top of the home page
 - click on "Employment Opportunities"
 - click on "Click Here to Apply" and follow the instructions

The following are **required documents** to be attached to your application:

- cover letter
- resume
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

**ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED
NO PHONE CALLS PLEASE!**

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.