

## **Mail/File Clerk & Company Database Manager**

Job-type: Part-time

### Job Description:

- The File Clerk / Mail Room Clerk is responsible for filing, processing all company direct mail, as well as any other duties or responsibilities required by company.
- Filing
- Copying
- Organizing all outgoing mail and ensure all mailers are professional in appearance
- Organizing and updating all company mailer databases
- Drafting and maintaining company letters
- Run all recipient addresses through Satori to ensure little to no waste
- Responsible for maintaining and updating subscription to Satori software
- Ensure proper postage calculations on all mail
- Responsible for ensuring all equipment is being properly and regularly maintained and is in proper working order at all times
- Must be able to achieve weekly and monthly quotas
- Ordering, maintaining and securing supply room and mail room
- Obtaining proper approval and coordinating with Accounting department on all purchases
- Ensure company is operating in the most efficient manner possible with very little to zero waste
- Support rest of team on as needed basis

### Required skills and experience:

- Excellent alpha and numeric filing ability
- Attention to detail
- Excellent written and oral communication skills
- Flexibility and ability to handle multiple tasks simultaneously
- Proficient in use of Microsoft Office, mail merge specifically
- Ability to research information as directed
- Ability to stand, stoop, squat frequently to file
- Ability to properly operate all company mail and postage machinery
- Ability to lift and carry up to 50 pounds
- Must have a valid Driver License, dependable automobile, and state required auto insurance
- Prior and verifiable experience managing and/or working with mailers is plus

Pay: \$11 - \$14 an hour