



JOB DESCRIPTION

JOB TITLE: MAIL CENTER DISTRIBUTION CLERK
DEPARTMENT: MAIL CENTER
FLSA STATUS: NON - EXEMPT
REPORTS TO: MAIL CENTER SUPERVISOR

JOB SUMMARY

Distribute, process and receive mail for various departments of Living Word Christian Center and Related Entities.

RESPONSIBILITIES

- Recover mail from various post offices in the local area
- Itemize mail from various post offices and personnel
- Ensure mail delivery in the morning and afternoon to/from various departments in LWCC and Related Entities
- Operate manual devices to deliver skids to correct work area/departments
- Manage Pitney Bowes equipment that includes computer and mailing machine
- Execute daily scanning/shipping orders for Bill Winston Ministers to various mailing carriers (USPS, FedEx and UPS)
- Other duties as assigned

SKILLS AND ABILITIES

- Must be able to lift minimum of 50 pounds or more
- Knowledge in Microsoft Office (Excel, Word etc.)
- Familiarity with Pitney Bowes equipment
- Physical work conditions include but not limited to standing/walking for majority the day
- Experience in warehouse shipping & receiving preferred

EDUCATION

High School Diploma or GED.