

Jewish Family Service of Tidewater, Inc.
JOB DESCRIPTION

POSITION TITLE: Mail/File Clerk
IMMEDIATE SUPERVISOR: Administrative Manager
DEPARTMENT: Personal Affairs Management (PAM)

Essential Duties and Responsibilities:

- Sorts and delivers incoming mail by department and/or employee to ensure timely distribution.
- Sorts and delivers interdepartmental mail including notices and memoranda.
- Picks up departmental mail.
- Operates mail machines including the postage meter, photocopying machine, and mail folding and inserting machine.
- Processes and weighs outgoing mail.
- Maintains records of receipt, mailing dates, and other required information.
- Replenishes postage on the postage meter as needed.
- Maintains filing systems either manually or electronically.
- Performs other related duties as assigned.

Knowledge and Skills:

- Knowledge and office work experience
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.

Physical Requirements:

May include: lifting up to 25 pounds and standing for one hour at a time

Education and Experience:

- Combination of education and/or relevant work experience.

NOTE: This job description is not an all-inclusive list. Management may modify, add, remove or assign other duties and essential functions, as it deems necessary.

I have read and received a copy of this job description.

Employee Signature

Date

Supervisor Signature

Date