

## **Mail, Statement, Courier & Supplies Coordinator**

**Department:** Operations

**Location:** Operations Center

**Supervisor:** Kari Uhrig

**Essential Duties and Responsibilities** include the following. Other duties may be assigned to meet business needs.

- Coordinate the printing and mailing of all statements, notices and other regular customer mailings.
- Sort and disburse the incoming mail to all departments.
- Pick up of mail and/or lock box at post office
- Coordinate and process all outgoing mail.
- Sort and disburse all incoming and outgoing branch work
- Assist in scheduling the couriers.
- Coordinate the ordering and disbursement of supplies for the bank.
- Stock the vending machines for both the Operations Center and the Main Office Branch.
- Coordinate interoffice mail to and from departments and branches.
- Schedule maintenance of mail machines
- Schedule and fund postage for mail

### **Qualifications:**

- Excellent verbal communications skills.
- Excellent ability to maintain a positive environment for the couriers.
- Exceptionally oriented to detail for yourself and your team.
- Detailed functional knowledge of Microsoft Office.
- Exceptional attendance.
- Problem solving skills