



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: APRIL 7, 2017
JOB TITLE: LEAD MAILROOM ASSOCIATE

CLOSES: APRIL 21, 2017
DEPARTMENT: ADMINISTRATION

REPORTS TO: EXECUTIVE SECRETARY

HOURS: 40 HRS/WK – FULL TIME

SALARY: BASED ON SALARY MATRIX + BENEFITS

POSITION SUMMARY:

Under the direction of the Executive Secretary, Answers multi-line telephone system for the Puyallup Tribal Administrative Complex. Directs general public to appropriate office within the complex. Responsible for posting and logging all incoming mail. Oversees all mailroom activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answers multi-line telephone system in a professional, polite and courteous manner. Routes callers to appropriate department. Answers general questions as appropriate, and as time permits. Retrieves messages and forwards them on to the appropriate department/individual.
2. Updates external message(s) on switchboard as needed.
3. Logs collect calls, and routes to appropriate department as per policy.
4. Serves as central receiving location of all mail delivered to the Tribal complex; logs mail/packages received, notifies appropriate office of receipt of mail/packages. Prepares daily shipment of outgoing mail by separating mail by department, stamping and logging postal rates to appropriate department. Prepares monthly postage log sheets, and submits month-end postage log sheets to Executive Administrative Assistant for billing to each department.
5. Maintain copy machines and arrange for repairs as needed.
6. Sort mail to department mailboxes and their various office locations throughout the Tribe.
7. Distribute UPS, Federal Express and other carrier packages between tribal departments/entities.
8. Adds postage to machine when low. Orders supplies for postage machine, and calls for maintenance when needed.
9. Monitors faxes sent to the Tribe through the Mail Center/Switchboard Office. Logs faxes and delivers to appropriate mailbox. Assists community members needing to fax documents.
10. Takes responsibility for ensuring that needed copy supplies are available to staff using copy machines (stapler, paperclips, binder clips, post-it notes, etc.).

11. Maintains inventory and orders office supplies for the Mail Center/Switchboard Office.
12. Responsible for handing out checks to community members and employees by obtaining the checks from Accounting each morning. Asks community member and employee to provide identification, has them sign and date a copy of the check proving receipt. Returns checks not picked up to Accounting Department. before lunch hour and them again at the end of the day.
13. Tracks usage of copy machine toner, paper, etc. and orders supplies before expiration.
14. Schedules stamp machine training with Pitney Bowes for new mailroom employees and/or Floaters.
15. Trains all new mailroom employees and Floaters on mailroom processes and procedures.
16. Assists Administration with upcoming year's budget needs for the mailroom.
17. Works with and maintains confidential information.
18. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Position will take the lead in the mailroom by tracking the work hours of the Mailroom Associate and reporting absences to the Executive Secretary. The position is responsible for training and scheduling on-site trainings for employees working in the mailroom.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); and one year related experience and/or training; or equivalent combination of education and experience. Intermediate word processing and spreadsheet experience required.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Licenses or Certificates

Must pass a criminal background check prior to and periodically throughout employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee must occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- Position may be stressful at times.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*