

Job Description

Carroll University
Receiving-Mailroom
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- To assist the Receiving/Mail employees in their day-to-day job duties. This position is required to be able to fill in for the regular full-time employee in the event of sickness or vacation; therefore they must be reliable and be able to work with little or no supervision. They are required to work outdoors in inclement weather.
- They are responsible for the delivery of mail, packages and freight to campus so they must be eligible to drive University vans. They are entrusted with keys that will get them in all areas of the University.
- They must possess a helpful and cheerful attitude, as they will come in contact with students, faculty, and staff. Students work are required to work on their own at times so must be trustworthy. They handle multitudes of packages worth thousands of dollars.

Duties & Responsibilities:

- Collection of daily mail and packages from the U.S. Post Office.
- Sorting, recording and inspecting of all incoming materials
- Distribution of mail and packages to dorms, apartments, houses, and administrative and academic offices.
- Secure signatures for packages
- Track and locate misplaced packages
- Fill and distribute work orders, along with rotating and inventorying stock.
- Loading, unloading freight and materials which is completed either by hand or powered equipment. Students must be trained on safe and proper use of equipment.
- Delivery of first class, and bulk mail to the U.S. Post Office

Job Qualifications:

- Time management: We have specific time restraints in which to accomplish our duties
- Attention to detail: recording of the information into correct logs is crucial for tracking purposes as is the inspection of materials when accepted from carriers
- Valid driver's license and good driving skills. Completion of the university's driving program a must.
- Must be able to lift 70 pounds on a regular basis.
- Be willing to be trained to operate a forklift, and will be tested in order to obtain a license.
- Need to be organized and detail oriented.
- A Problem solver
- Must be precise and neat when recording information.
- Good attendance a must
- A car for transportation to Sentry Dr. is a plus but not mandatory

Supervisor:

- **Char Richards**
262-524-6891