

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Post Office Supervisor	Campus Post Office	Vice President of Administration & Compliance	.50	Non-Exempt

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

Scope of Responsibilities:

To oversee the provision of complete mailing services for students, staff, and faculty by making available to them all services provided through the U.S. Postal System and the package delivery services.

General Responsibilities:

A. Job Specific Tasks:

1. Sort incoming mail and prepare for office delivery daily.
2. Communicate with shipping companies to track progress of packages and letters.
3. Keep daily records of all cash received and all related postage items sold.
4. Submit cash deposit report of postage and U.P.S. sales weekly to the Business Office.
5. Responsible for assigning, entering, and maintaining all mailbox number information into the database and routing lists for office and staff use.
6. Record daily all postage spent by each department and send a report to Business Office of monthly office postage expenditures.
7. Process and verify bills, monthly financial statement, and postal information such as PNC credit card statements and lease agreements.
8. Keep records of daily post office billings and forwarding mail.
9. Arrange for repair and maintenance of office machines and the van, and take care of minor operational problems.
10. Provide customer service by assisting counter customers.
11. Pick up mail and boxes from Winona Lake Post Office when needed, and take mail to Winona Lake Post Office at end of day.
12. Put mail in campus mailboxes.
13. Check in all packages delivered by UPS, FedEx, etc., which regularly requires lifting heavy boxes.
14. Clean and dust office and take out trash.
15. Order all supplies and stamps.
16. Other responsibilities as assigned.

B. Supervision:

1. Supervise regular and student employees including interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.
2. Must have a mindset of mentoring employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

Qualifications:

Minimum:

1. High school diploma.

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2. Excellent customer service skills.
3. Proficient experience in the use of the MS Office Suite.
4. Effective supervisory skills.
5. Ability to handle stress and deadlines with flexibility.
6. Excellent decision-making and problem-solving skills.
7. Effective oral and written communication skills to achieve desired results.
8. Superior organizational and time-management skills.
9. Valid driver's license and ability to drive designated vehicle to deliver mail/packages.

Preferred:

1. Associate's degree in business administration or supervision.
2. One to two years of related postal management experience, especially in an institutional setting.
3. Experience with EX database.

Status: Part Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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