

JOB OPENING

LOUISVILLE

MAIL CLERK

The Louisville Office has an opening for a Mail Clerk. The Mail Clerk sorts incoming mail for distribution and dispatches outgoing mail among other administrative tasks. The position is available for an immediate start. This position requires a dependable, knowledgeable, team player who is capable of performing the following essential duties. Other duties may be assigned.

- Follows company policies and procedures with respect to all essential duties and responsibilities of the job.
- Opens envelopes by hand or machine.
- Stamps date and time of receipt on incoming mail.
- Sorts mail according to destination and type such as returned letters, adjustments, bills, orders, and payments.
- Readdresses undeliverable mail bearing incomplete or incorrect address.
- Examines outgoing mail for appearance and seals envelopes by hand or machine.
- Stamps outgoing mail by hand or with postage meter.
- Folds letters or circulars and inserts in envelopes.
- Distributes and collects mail.
- Weighs mail to determine that postage is correct.
- Keeps record of registered mail.
- Serves as the Receptionist when necessary.
- Serves as a backup to mail scanning.
- Assists with clerical project request from staff.
- Manages refreshment and office supply inventory.

If you or someone you know is interested in this position, send your resume or summary of qualifications to: [**careers@neacelukens.com**](mailto:careers@neacelukens.com)

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