

Mail Services Manager

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$33.25 to \$38.50 hourly
Employment status: Contract / Temporary

Description

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- Manage and give daily guidance and direction to the Mail team, Shipping & Receiving Lead, and the General Services staff.
- Assist in preparation of annual employee appraisals and evaluating daily performance.
- May include coaching and counseling of an employee and providing constructive feedback and recognition to the teams as appropriate
- Must demonstrate leadership qualities while resolving interpersonal conflicts and nurturing team work among the team.
- Using various varieties of shipping and mailroom software, receive and prepare shipments for delivery to internal associates while achieving on time delivery percentages.
- Interviews and hires candidates for open positions.
- Act as floater during peak volumes to ensure timely service levels. Must be able to perform the work of the team they oversee.
- Assure mailroom and warehouse is kept in a clean and organized manner.

Requirements

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MUST HAVE:

- 4+ years of management experience in mailroom or postal services.
- 3 years' experience as a direct manager/supervisor of staff
- Excellent knowledge of US Postal, Fed Ex shipping and other shipping software as needed.
- Must have excellent working knowledge of mail and shipping and receiving services.
- Excellent communication skills both verbal and written with a high level of customer service skills
- Experience with Excel, Word, and Power Point presentations.
- Ability to effectively work individually or in a team environment.
- Strong organizational and administrative skills
- Ability to adhere and administer companies policies and procedures
- A valid drivers license with a clean driving record is required
- Ability to demonstrate a high level of problem solving skills
- Able to set priorities and motivate others.

For immediate consideration, please call or text Desiree (408) 961-2983

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