

## **Data Processing – Mail List Specialist**

- Do you have an eye for detail?
- Do you love working with data?
- Are spreadsheets your jam?

### **The Details....**

Perform mail list processing to prepare incoming data for mailing and comply with U.S. Postal regulations. Assist coworkers and clients in mail requirements to meet customer expectations.

1. Perform conversions of mailing lists from client provided formats into presort software.
2. Process mail files using Accuzip software.
3. Understand and verify materials meet postal regulations.
4. Ensure the mail design meets all postage requirements and allows the lowest postage rates possible.
5. Effectively communicate problems with teams as needed.
6. Prepare mailing presorts, calculate postage, and provide sample addresses for review by clients.
7. Request PAF's (Processing Acknowledgment Forms) prior to submitting files for NCOA processing.
8. Maintain a schedule of current projects and communicate status with colleagues daily.
9. Maintain conversion process notes, including any extra steps necessary to the reach desired result.
10. Output final files for use by production staff to produce.
11. Understand and comply with all safety rules and procedures.
12. Prepare mailing jobs for monthly billing.

### **Qualifications & Requirements:**

- High school diploma/GED required; Trade school or Associates Degree preferred
- 1 - 2 years Mailing/List processing experience preferred, but can train right person
- Accuzip software experience preferred, but not required
- Windows experience, proficient in the MS Office Suite with advanced Excel skills
- Print production knowledge helpful but not required
- Ability to read and understand job ticket specifications and instructions
- Ability to apply critical thinking and problem-solving skills
- Ability to work independently with little supervision as well as in a team setting
- Ability to work the hours needed to meet customer demands
- Ability to effectively manage time and meet deadlines under pressure
- Ability to perform basic arithmetic
- Ability and motivation to learn new technology, equipment, and skills
- Ability to communicate effectively with others (colleagues, post office staff, etc.)
- Ability to work primarily in an office setting using a computer/office equipment