

JOB DESCRIPTION

Job Title: Mail List Processor Department: Mailing Department

Supervisor: Teri Nolden Supersedes Date: 4/21/2021

FLSA Status: Hourly Revision Date: 3/4/2022

Job Summary:

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.

Job Duties/Responsibilities:

1. Perform conversions of mailing lists from client provided formats (such as Excel, CSV, DBF) into presort software.
2. Process mail files using Accuzip software.
3. Understand and verify materials meet postal regulations.
4. Collaborate with team members to 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) as needed, prior to submitting files for NCOA processing.
8. Maintain a schedule, or a prioritized list, of all current projects. Communicate the status with scheduling and Client Services Managers daily.
9. Maintain detailed notes regarding the conversion process, including any extra or outstanding steps needed to achieve the desired results.
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:

* 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

Physical / Mental / Technical Requirements:

* 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
* Ability to work under pressure and meet deadlines
* 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

Relationships:

Daily contact with the Sales, Scheduling, Client Services Managers, Production Managers. Contact with other departments as needed to meet customer demands.

Scope:

To maintain a competitive position, APC is required to continually monitor, evaluate, and improve processes. All employees have the responsibility to actively contribute to the company’s continuous improvement process and are encouraged to approach any manager with suggestions or concerns.

This job description is a summary only. Employees may be asked to perform any other duties as required.