March 26, 2012

On-Campus Mail Operations Employee

Number of Positions Available: 1

Department: OIT- Mail Services

Work shift (Days and times): Monday through Friday

Anticipated Start Date: Sometime during Winter/Summer Semester Break

Work Commitment: 10 hours a week, 2 hours per day

Compensation: Based on experience and performance

Job Description/Key Responsibilities: The Mailroom Operations Employee will receive, sort, and distribute mail and packages throughout the LDS Business College. They will also pick-up mail and packages from various locations on campus. Other duties as assigned.

Required Qualifications: Register student at LDS Business College, Customer-oriented, friendly, able to perform all functions, ability to prioritize work, exceptional customer service and effective communication skills in English Language

Physical Demands: Must be able to lift and carry boxes weighing up to 50 lbs Physical duties include, but are not limited to, walking throughout campus, climbing stairs, carrying heavy packages, and pushing a mail cart

Preferred Qualifications: prior mail clerk or similar experience

How to Apply/Application Deadline: All qualified applicants may apply by sending the following documents to OITjobs@ldsbc.edu

Cover Letter
Resume
Class Schedule for Summer Semester (if applicable)