**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**P O S I T I O N D E S C R I P T I O N**

**Position: RESOURCE DISTRIBUTION CLERK -**

**MAIL ROOM**

**Immediate Supervisor: CENTRAL RESOURCE CENTRE MANAGER**

**Core Function:**

The Resource Distribution Clerk – Mailroom is responsible for ensuring the continuous and efficient flow of school, interdepartmental and Canada Post mail as well as centrally loaned resources to and from Central Office to all Saskatoon Public School departments. Performs a variety of tasks in the Print Centre as time permits.

**Duties and Responsibilities:**

1. Unpacks mail bags and sorts incoming mail for distribution to offices, re-direction to schools or return if incorrectly addressed.
2. Operates computer and related software daily to prepare, ship, track/record and process incoming and outgoing mail as required.
3. Prepares packages for shipment, determines weight and costs with the use of an electronic weigh scale and digital meter machine; prepares appropriate forms (in electronic and/or paper format) and arranges for pickup and delivery by Canada Post, courier or system delivery trucks.
4. Distributes mail and paperwork such as typed materials, forms and general correspondence among departments and offices; packs mailbags for school and department distribution by delivery system.
5. Tracks all courier and Canada Post Expedited shipments by using appropriate online tracking software.
6. Makes Canada Post Expedited and Customs Brokerage payments by using a Visa purchasing card. Reconciles these shipping transaction payments with the monthly Visa bank statement.
7. Works closely with system Drivers to ensure the timely pickup and delivery of all centrally loaned resources.
8. Operates collating, stitching, folding, binding, punching, trimming, cutting and/or copiers in the Print Centre as time permits and arranges for material and supply distribution.
9. Communicates regularly with internal staff and teachers by phone, in person and by email. Communicates with external delivery personnel from various couriers, shipping companies and Canada Post.
10. Performs such other duties as may be required to meet organizational deadlines and objectives.

**Qualifications:**

1. Grade 12 or equivalent;
2. Computer data entry experience is required;
3. Good interpersonal and communication skills;
4. Familiarity with shipping/receiving software is an asset;
5. Must be physically fit and able to lift mail bags and bulk mail parcels, boxes, etc.;
6. Basic experience in operating printing equipment is an asset;
7. One year of related experience and using shipping/receiving software is preferred.

November 2012