



Job Title: Mailroom Attendant
Team: Facilities
Division: Human Resources
Group: Shared Services
Location: NAMB Headquarters
Reports to: Chris Camp
Exempt/ NonExempt: Non-Exempt
Southern Baptist Required: Yes

Summary:

The mailroom attendant will provide assistance to employees with mailing and shipping questions, including questions about postage machine, FedEx computer and folding machine. The position will receive deliveries from USPS, UPS, FedEx and other couriers and notify employees of packages received. The mailroom attendant will maintain order of the mail room by sorting incoming mail by team, managing inventory of all shipping supplies, handling on-line management of postage for mailing machine, and keepin mailroom clean and organized. This position will also require running monthly reports for General Ledger Unit in Financial Services and assist with managing warehouse.

Essential Functions:

Incoming mail

- Sort
- Deliver to departments (optional)

Incoming packages

- Scan & receive (while lockers are not in use)
- Delivered to locker
- Placed in warehouse (over-sized)
- Overflow of lockers
- Wrong address

Outgoing mail

- Deliver to USPS
- Certified
- Freight

Outgoing packages

- Deliver to USPS, UPS, FedEx, FedEx Express

Machine / Equipment expertise

- Postage (adding CC's, international, duplicate shipments, adjusting for thickness of flats)
- Online postage account (monitoring postage, payment, reports)
- FedEx (personal accounts, rates, services, tracking, international, duplicate shipments, label replacement)
- Envelope folding (service/maintenance requests, various folding programs)
- Package Lockers (basic admin., bill pay)



- Notifii (basic admin., bill pay)

Shipping Supplies

- Tracking inventory
- Re-order, special orders
- Awareness of & preparation for seasonal/upcoming large shipments

General organization and upkeep

Education and/or Experience:

High School diploma or equivalent; or two or more years' related experience and/or training; or equivalent combination of education and experience.

Christian Walk:

Evidences of a mature and growing Christian walk characterized, by Paul, in 1 Timothy 3 and Titus 1. Personal wisdom and sufficiency are grounded in Christ, with a life submitted to God's authority in all things, including sharing Christ. Demonstrates an active prayer life, gives regularly to the work of the church and readily applies scripture to personal and professional situations.

Communication Skills:

Ability to read and understand most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Listening skills must be excellent with a proven ability to understand what is said and what is meant. Active listening is essential to effectively represent the ministry. Written skills must be strong and flexible. Writing must be clear and concise. Verbal skills must be polished and professional. Clarity of expression, good organization of thoughts, effective articulation and humor are a must. Ability to respond to common inquiries or complaints from customers.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its basic phases. Ability to deal with a variety of abstract and concrete variables.

Other Skills, Abilities, & Qualifications:

Knowledge of NAMB purpose and strategy. Advanced understanding of the Southern Baptist Convention, Baptist doctrine, history and polity, and the interrelationships of SBC agencies, state conventions, associations and churches. Proficient in presentation skills.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to reach with hands and arms. The



employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Personal Qualities:

Enjoys healthy, affirming relationships with spouse, family, neighbors and friends. Exhibits integrity in professional and personal life. Modest in dress and deportment, and makes a favorable first impression in both bearing and manner. Aware of personal strengths and shortcomings, potential, psychological needs, biases and prejudices, and actively solicits and benefits from constructive criticism. Personal finances are in order, with no oppressive burden of consumer debt. Is a member of a local Southern Baptist church and takes an active role as time permits. Demonstrates a high level of energy, with a bright, positive affect, warmth and genuine interest in people.