



JOB ANNOUNCEMENT

For External Candidates

Mail Clerk (PT)

Department: Administration

Reports To: Mailroom Supervisor

Closing Date: Open Until Filled

Become a part of EMI Health's growing organization. EMI Health is an employee benefits firm providing insurance products to companies and individuals in Utah, Arizona and Texas.

SUMMARY: Sorts incoming mail for distribution, dispatches outgoing mail and files important documents. This is a part-time non-exempt position, less than 20 hours per week. Schedule is flexible, but preferred that majority of shift be in the A.M. hours.

PRIMARY RESPONSIBILITIES:

- Opens mail envelopes by hand or machine and stamps date of receipt.
- Sorts mail according to destination and type such as claims, returned letters, adjustments, bills, orders, and payments.
- Readdresses undeliverable mail bearing incomplete or incorrect address.
- Prepares outgoing mail by hand and by using various mailing equipment (e.g., inserter, folder, and postage meter), examines outgoing mail for appearance and seals envelopes by hand or machine.
- Distributes mail, collects mail and makes trips to the post office, delivering special mail, etc.
- Receives deliveries and completes a receiving report for purchasing and accounting.
- Keeps record of incoming and outgoing registered/certified mail.
- Prepares important documents including claims for scanning by removing staples and taping small notes to standard-size paper, etc.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- High school diploma or equivalent.
- At least 6 months working in an office environment.

APPLICATION PROCEDURE: Submit cover letter and resume to agreen-barton@emihealth.com.