



JOB ANNOUNCEMENT

For Internal and External Candidates

MAILROOM AND IMAGING SPECIALIST

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. We provide our employees with an outstanding benefit package that includes paid medical and dental coverage for employees, paid time off and holiday pay. We also offer vision, life, disability and retirement savings plans.

SUMMARY: Under the direction of the Mailroom Supervisor, the Mailroom and Imaging Specialist sorts incoming mail for distribution, dispatches outgoing mail, scans, tracks and files important documents. This is a full-time, non-exempt position. The hours are generally 8:00 a.m. to 5:00 p.m. Monday through Friday.

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.
- Prepares important documents including claims for scanning by removing staples and taping small notes to standard-size paper, etc.
- Catalogues and records scanned data. Uses a computer to input data, track activity, and retrieve information.
- 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.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

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

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