



JOB ANNOUNCEMENT

For Internal and External Candidates

MAILROOM AND IMAGING SPECIALIST

Department: Administration
Reports To: Mailroom and Imaging 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, holiday pay, vision, life, disability, HSA and retirement savings plans. In addition, we provide our employees with a fully equipped onsite fitness center and subsidize mass transit passes.

We are a tobacco free workplace, hiring non-tobacco users only.

EMI Health is an EEO employer as defined by the EEOC.

SUMMARY OF JOB: Under the direction of the Mailroom and Imaging 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. 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.
- Feeds documents through a scanner and ensures that all information is scanned correctly. Manually indexes document information.
- Catalogues and records scanned data. Uses a computer to input data, track activity, and retrieve information.
- Checks archival system for accuracy of scanned documents and makes corrections as needed.
- 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 GED.
- At least 6 months working in an office environment.

APPLICATION PROCEDURE:

Internal candidates submit an Application for Position Vacancy to Margaret DuKatz. External candidates submit cover letter and resume to mdukatz@emihealth.com.

Current employees must have completed their six month probationary period before applying for any position vacancy and must be “Meets” or above on their last performance review.