



shelton turnbull

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stprint.com

EMPLOYMENT OPPORTUNITY

Mail Services Data Processor

ABOUT US

Shelton Turnbull is a local 100% employee-owned company. We strive to be a healthy, growing company with a loyal customer base for whom we provide a wide variety of communication and printing services to meet their strategic goals. We do this by honoring our core values: Passion, Integrity, Continuous Improvement and Teamwork. We offer a competitive salary with very good benefits.

TASKS TO BE PERFORMED

- Prepare mail in compliance with USPS postal regulations, including generating documentation for acceptance
- Approve mail piece designs for postal regulation compliance and/or coordinate with USPS MDA service
- Assist with handwork on manually-intensive mailing jobs
- Become familiar with commercial mailing equipment including, but not limited to, multi-pocket inserter, inkjet addressing system, tabber, meter, strapper, stitcher and folder in order to gain knowledge of mail production process and optimize mailing jobs
- Conduct quality inspections to ensure mail piece output meets postal regulations
- Work as a team to prioritize and achieve departmental goals
- Other duties as may be required from time to time

DESIRED SKILL SET

- Familiarity with USPS regulations and procedures
- Experience with Mail Processing applications (BCC, Accuzip, Melissa Data, etc.)
- Proficient with MS Office: Excel, Word, Access
- Strong attention to detail is a must
- Ability to analyze and effectively solve problems
- Takes initiative and ownership of duties and responsibilities
- Good communication skills both written and verbal
- Must be able to follow directions precisely
- Thrives in a time-sensitive, fast paced environment
- Must be motivated and be able to give clear directions to internal customers

PHYSICAL AND OTHER REQUIREMENTS

- Be willing and able to work overtime when needed
- On occasion be able to stand and move around for several hours per day
- Have a clean driving record
- Must pass a criminal background check, drug test and physical exam

Qualified candidates please submit resume and cover letter at jobs@stprint.com

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