

JOB DESCRIPTION

Diocese of Orange, Pastoral Center, Garden Grove, CA

Date Prepared: 01/13/2022

Date Issued: 01/13/2022

Date Revised:

Approved By: Kymmberly Binnquist

Approved By:

POSITION TITLE: Part-time Copy and Mail Room Assistant

JOB CLASSIFICATION: Non-exempt

DEPARTMENT: Operations/Hospitality

REPORTS TO: Director of Operations and Hospitality

SUPERVISORY RESPONSIBILITY: None

SUMMARY OVERVIEW: Operates, organizes, and oversees copy center and mailroom. Incoming and outgoing mail, print/copy projects, ordering and maintaining office/postage supplies for campus/cemetery operations. Requesting maintenance on machines within the Copy Center/Mailroom.

ESSENTIAL FUNCTIONS:

- Copies and prints materials for RCBO departments.
- Prepares outgoing mail and distributes incoming mail.
- Places orders for paper, stationery products and supplies.
- Renews postal meter as needed.
- Order's business cards for RCBO staff.
- Conducts inventory of paper and supplies in the Copy Center as directed.
- Demonstrates proper use of the copy machine and fax machine.
- Contacts technician for maintenance as needed.
- Distributes faxes and general e-mails.
- Maintains a good safe working environment in the Copy Room.

- Maintains a record of postage and printing and submits to supervisor.
- Assists on special projects as needed.
- Other duties as assigned.

QUALIFICATIONS & EXPERIENCE:

- High School graduate/GED
- Two years' experience office work environment
- Excellent interpersonal skills
- Bilingual preferred

REQUIRED:

- Mechanical aptitude
- Good computer skills (Proficient in Microsoft Windows, Word, Excel, PowerPoint)
- Good organization skills
- Basic math skills
- Ability to distribute packages to recipients
- Ability to transfer mail to and from other locations on campus

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, folding machine, inserting machine, postage machines, power stapler, binder unit, computer scanner, laminating machine, facsimile, calculator, and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, stand/sit, reach, carry/pick up materials (containers/boxes) weighing up to 30 lbs.