

JOB DESCRIPTION

Position Title: Courier/Mail Clerk
Department: Operations
FLSA: Non Exempt
Reports to: Office Manager

Description

Responsible for timely completion of duties listed that supports the daily business operations of the company.

Skills / Knowledge Requirements

- High School Diploma
- Computer knowledge in Microsoft Word, Excel, Outlook.
- Able to multi-task.
- Good organization and time management skills.
- Good verbal and written communication skills.
- Strong customer service and human relation skills.
- Team Worker
- Reliable, dependable and trustworthy.
- Experience in using a hand truck and dolly
- Able to lift boxes that may weigh up to 50 lbs.; stack on and lift off a hand truck or dolly.
- Personal vehicle is required for daily deliveries and pickups (mileage reimbursement).
- Cell phone usage for business communication during delivery and pickups
- Clean driving record, auto insurance and driver license (driving abstract is required).
- Some work experience in office administration is helpful.

Duties

Courier/Mail Clerk

- Driving delivery and pickup of checks, documents and correspondence, from office/to and from union offices/ to and from client locations.
- Weekly payroll pickup from banks (pickup once per week – banks are walking distance from office).
- Daily delivery of bank deposits to 2 banks (either walking or driving).
- Every Monday, backup tape exchange for IT department at bank's safety deposit box.
- Daily metering of postage for large amounts of outgoing mail and parcels by operating in-office mailing machine.
- Daily drop of outgoing mail to postal box (office building street level) or delivery to the downtown post office loading dock or may need to walk to the Ala Moana Shopping Center post office location.
- As needed – Delivery of mailing supplies of large volume mail outs to mailing vendor.
- As needed – Assist with in-office mail out preparation and operate the folder/insert machine as needed.
- As needed – Driving delivery and pickup of items for the office or clients.

File Clerk

- Filing all medical claims.
- Pull and copy medical claims for all Member Services department staffs' requests on a daily basis.
- Boxing of medical claims to send to off-site storage (done one time annually – 26 to 30 file boxes).
- Weekly organizing of the office supplies in the supply room.
- Replenishment of copy paper for 3 copy rooms and paper towel supply in the lunchroom.

Job Description

Position: Courier/Mail Clerk/File Clerk/Receptionist Relief

- Filing for Member Services and Employer Control departments.
- THA updates from the received beneficiary form and filing of the form.
- Update and maintain member address changes and timely completion of the procedure process.
- Daily unlocking of claims file every morning and locking at end of day.

Other Duties

- Receptionist phone relief as needed, includes sorting incoming mail.
- Monthly completion and submittal of personal expense/mileage reimbursement report to supervisor.
- As needed – Assist with conference room table and chair arrangement for scheduled meetings.
- Other duties as assigned by supervisor

Physical Demands

- Courier duties: Farthest driving distance from office on Kapiolani Blvd. is to Kapolei (Kalaeloa Blvd – West Side) and to Kaimuki (East Side). Daily deliveries and pickups will vary from 6 to 12 locations.
- Walking a total of ½ mile to the 2 banks and total of 1 mile to the Ala Moana Shopping Center post office.
- Lifting and carrying of file boxes, mailing supplies, and cases of paper that may weigh up to 50 lbs.
- Moving tables and lifting chairs for conference room arrangement.
- Drive to client or various locations for attendance of duties requirements

Working Conditions

- Indoors, air-conditioned office.
- Conditions will vary for courier duties (i.e. weather, road/highway conditions, and conditions at union and client locations for delivery and pickup).