

PRINT/MAILROOM CLERK

CUPE 2357 – Level 3

CORE FUNCTION:

Under the direction of the Comptroller of Financial and Administrative Services, the Print/Mailroom Clerk is responsible for all aspects of the processing and duplicating (copying) of requests from schools and the Board Office; responds to requests for supplies; orders supplies for the printroom; administers all aspects of the operation of the mailroom; fills in for the receptionist; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Responsible for the processing and duplicating of requests from schools and Board Office:

- receives requests, provides cost estimates and timelines and offers advice with respect to quality of materials and format of document
- operates photocopiers, stapler, paper cutter, Bostitch, Cerlox bindery, paper drill, padder, etc.
- collates, staples, punches, glues, pad orders, as required
- maintains machines (ex. cleans, repairs minor malfunctions, calls for servicing or repairs)
- maintains a register of duplicating requests
- packages and ships all finished orders to appropriate destination
- invoices departments/schools for completed work orders
- maintains filing system
- keeps printing area clean

Responds to requests for supplies; orders supplies for the printroom:

- maintains inventory of printing stock/supplies
- maintains an electronic inventory control of internal stock items
- assists with filling orders from departments/schools for internal stock items and assists with packaging and shipping

Administers all aspects of the operation of the mail room:

- receives, sorts and distributes all incoming and outgoing mail, parcels and equipment from schools and Canada Post
- weighs and assigns postage to outgoing mail and parcels
- ensures proper maintenance and supply of mailroom equipment (ex. stamp machine)

- maintains services records for equipment (ex. stamp machine, digital scale, etc.)
- records meter readings in order to track postage expenses for charge-back to Departments and sends a quarterly letter to Departments for payment
- orders supplies for the mailroom
- performs minor repairs on Board Office photocopy and fax machines (ex. cleans, unblocks jams, changes toner cartridges, adds staples)
- completes all hold mail requests for Canada Post during school and office closures
- takes daily deposits to the bank
- takes registered mail to the post office

Reception coverage:

- unlocks the main office doors in the morning
- records the day's meetings on the information board
- provides daily relief for the Receptionist at the start of the day, two breaks and the lunch period and fills in for the first hour of office opening
- arranges for courier pick-up of documents/packages
- greets visitors, directs calls, and provides general information

Performs other duties, as assigned by the supervisor.

SUPERVISION OF STAFF:

There is no supervisory responsibility.

QUALIFICATIONS:

- Secondary school graduation
- 2 years of related experience
- Proficiency with photocopying equipment, collator, cutter, stitching equipment, folder, bindery/finishing equipment, etc.
- Familiarity with postage meter, scales, and multi-line switchboard
- Basic keyboarding skills

Individuals who possess an equivalent combination of education and experience may also be considered.