

**Postal Clerk**  
**Tabor College**  
**Hillsboro, KS**

**Job Overview:**

The Postal Clerk is responsible for all processes related to incoming and outgoing mail, and the management of student workers to assist in the mail process.

**Job Description:**

- Sort and process incoming and outgoing mail
- Arrange pickup or delivery of mail to the USPS
- Process outgoing standard (bulk) mailings utilizing SmartMailer through Pitney Bowes
- Notify all mail/package recipients of incoming mail
- Manage mailbox setup and key distribution/return
- Maintain accurate records of all items processed and generate all report requirements package mail volume, outgoing letter mail, combined postage reports (to BO)
- Continually seek ways to improve efficiency of the mailing services
- Order supplies – labels, ink, sealer, key blanks, boxes and packaging materials from USPS
- Manage student workers
- Provide customer service to all employees, students, and delivery services individuals

**Qualifications:**

- A demonstrable faith in Jesus Christ
- Working knowledge of Excel and computers in general; good communication skills; strong interpersonal skills; team player; ability to work independently, manage time, and make decisions.

To apply or receive a full job description: Contact Alex Wiens, HR manager by email at [tchumrec@tabor.edu](mailto:tchumrec@tabor.edu). Qualified and interested candidates should submit a cover letter, resume and references.