



Job Position:	Mail Dispatch Coordinator
Reports to:	Supervisor Mail Dispatch Operations
Department:	Inserting
Classification:	Overtime Eligible

PCI Group is the leading provider of mission critical communications for businesses where security of customer-centric data is paramount, precision and accuracy are crucial, and compliance is a must.

Job Summary:

Under general direction, is responsible for the completion of mail dispatch process in a timely, orderly, and accurate manner. Interfaces with postal personnel professionally and with diplomacy. Keeps accurate and complete records of all mail processed through the department. Checks each account to see that postage moneys have been received and deposited in the correct postal accounts. Works beyond scheduled hours when required. Maintains good attendance and sets an example for peers. USPS mail.

Some General Duties/Responsibilities:

- Coordinate and assist loading and unloading company vehicles and contracted vehicles using pallet jacks and other material handling equipment.
- Stage and coordinate prepared mail for daily dispatch.
- Verify and record weights, counts, and classifications of mail and parcels to ensure accurate postage and tracking.
- Assist with organizing warehouse and staging areas to maintain efficient flow and meet postal verification requirements.
- Maintain inventory of mail trays, pallets, and supplies to support daily operations.
- Assist with receiving incoming shipments and relocating materials within the warehouse as needed.
- Operate pallet jacks safely; forklift experience or certification is a plus.
- Enter data and maintain records in a timely and efficient manner.
- Manage time wisely and meet all scheduled dispatch times.
- Communicate effectively with supervisor regarding schedules, carrier pickups, and any operational issues.
- Maintain neat and accurate record keeping.
- Comply with all current and future security, safety, and compliance requirements.
- Perform general housekeeping duties to ensure a clean and organized work

Education/Experience:

- High School Diploma or equivalent.
- 1-3 years of experience in mailroom, warehouse, or shipping/receiving preferred.
- Computer literate.
- Good with figures and recordkeeping.
- Good interpersonal and communication skills.
- Experience operating pallet jacks required; forklift experience preferred.



Physical Demands:

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequent hearing and talking required. May be required to lift up to 40 lbs.

Note: PCI Group retains the discretion to add to or change the duties of this position at any time.

I have received a copy of this job description:

Date

Employee Signature