

Job Title: Mail Coordinator

Employee Classification: Full-Time, Hourly, Day Shift

Location: Kitchener, Ontario

Start Date: Immediate

Job Summary:

This position will report directly to the Mail Manager and Senior Mail Coordinator. The Coordinator will be responsible for assisting in the completion of all mailing functions for client mail projects and campaigns in compliance with specifications and according to quality standards. The Coordinator works to finish projects on deadline and achieve daily production goals.

Duties and Responsibilities:

1. Perform a variety of mail functions as assigned and according to specifications on scheduled work orders.
2. Communicate instructions to others working on the job including temporary staff. Identify and consult on any issues with the task or material before completing the job in order to rectify problems that will impact the quality of the overall project.
3. Create a sample of the job for the Mail Manager to inspect to ensure it meets specifications prior to initiating the entire job.
4. Prioritize tasks and when necessary reorganize jobs to meet deadline changes and updates.
5. Fold print material. Arrange material for collating and stuffing.
6. Complete envelope inserting both automated and manual.
7. Bin and label mail.
8. Operate a weigh scale and postage meter, stamp mail.
9. Package jobs and ensure completed projects are placed on skids or in monos for shipping properly and according to mailing sequence, pallet control and postal standards.
10. Set up data, layout and run inkjets printer
11. Access and run mailing reports from the Canada Post Corporate database and store historical company mailing records both hardcopy and electronic form as a resource. Prepare daily Canada Post Corporate Statements provide the information on record for internal invoicing purposes upon request by internal departments.
12. Act as resource for internal departments requiring expertise to assist in projecting the mailing costs associated with projects.



Qualifications and Skills:

1. High school diploma or vocational/technical certificate.
2. Previous experience working in a mailroom with reasonable knowledge of Canada Post mail regulations and procedures.
3. Able to mentor and guide temporary staff in the various mail functions.
4. Experience folding, scoring, envelope stuffing (Automated & Manual), Collating, Binding, Polybagging, tabbing, labelling operating postage meter, stamping, and weighing.
5. Computer proficiency with Microsoft office and G-Suite, inkjet printer software and search engines.
6. Comprehension of operating general office equipment such as a copier, scanner, or fax.
7. Strong ability to multitask.
8. Strong communication skills including the ability to work as part of a team and independently.
9. Fundamental math skills.

If this opportunity sounds like a great fit for you, reach out to HR today at hr@cobersolutions.com!

Cober Printing Limited is an equal opportunity employer and committed to providing an inclusive and barrier-free work environment, beginning with our hiring process. If, at any time during the evaluation process, you require accommodation, please use the contact information below to make arrangements for specialized accommodation. Any information received regarding accommodation will be kept confidential.

We thank all applicants for their interest in Cober Printing Limited however, only candidates selected for further consideration will be contacted.

