

# MARIST COLLEGE

Office of Human Resources

## Post Office Delivery (CL-6)

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### Department

Post Office

### Summary

Process and deliver all of the incoming large mail packages from USPS, UPS, Fed Ex, etc. for the college community

### Duties and Responsibilities

- Sort and deliver all large Marist College mail packages
- Maintain and track logs of all shipments
- Serve as the main liaison between Marist College and Poughkeepsie Post Office
- Possess intimate knowledge of entire institution
- Demonstrate a physical condition adequate for lifting heavy packages
- Valid driver's license required
- Provide exceptional customer service to the Marist community
- Perform other job-related duties as required

### Requisite Skills

- 6A-Basic Office Organization  
Consistently demonstrates ability to assist with operational duties of the office with frequent supervision, including time management, calendar management, and project timelines. Consistently demonstrates ability to file typical documents using routine filing systems and to insert updates into manuals
- 15A-Basic Interpersonal Communication  
Consistently demonstrates courtesy, tact and professionalism in all exchanges of information
- 18B-Intermediate Organizational Knowledge  
Consistently demonstrates significant comprehensive knowledge of department and majority of the College