

Title: Mailroom Operations Specialist

Location: Overland Park, KS

Job Description: **JOB SUMMARY**

The **Mailroom Operations Specialist** is responsible for processing USPS, UPS and FedEx for multiple departments at Creative Planning.

We do not accept resume submissions from third party recruiters or staffing agencies. Please contact our recruiting team directly.

JOB DUTIES

- Processes USPS, UPS and FedEx daily by:
 - Sorting all mail by department
 - Opening mail
 - Scanning to appropriate department/employee
 - Scanning & logging checks
 - Naming & saving scanned documents to client folders
 - Delivering mail to multiple floors & departments
- Prepares outgoing UPS and USPS shipments
- Update and organize all inbound documents, ensuring that departmental standards are met
- Ensure that documents are stored securely and can be retrieved when necessary
- Identify non-compliance issues and work with relevant departments to address them
- Work on multiple projects simultaneously, all with varying standards
- Creates and sends marketing deliverables (client binders, marketing folders, prospect kits)
- Ordering and maintaining appropriate level of postage stock, forms, and shipping supplies
- All other duties as assigned

REQUIRED EXPERIENCE / QUALIFICATIONS

- Energetic, high-level multi-tasker
- Excellent communication skills
- Efficient, extremely detail oriented and accurate
- Able to lift boxes up to 35 lbs.
- Physical activity required including bending, reaching, lifting and prolonged periods of sitting or standing

PREFERRED EXPERIENCE / QUALIFICATIONS

- Knowledge of standard office equipment operation

TECHNICAL SKILLS

- MS Office
- Database management
- Multi-line phone system

