

JOB TITLE: COURIER

JOB DESCRIPTION:

This employee is primarily responsible for driving a designated route each day and picking up and delivering intrasystem mail and packages.

Duties of this position include but are not limited to:

1. Organizing materials to be delivered each day.
2. Picking up and delivering materials to the various centers and post offices assigned.
3. Performing duties assigned by the warehouse manager including warehouse chores, textbook pickup and delivery, shipping, and receiving.
4. All phases of mail handling including:
 - a. Breakdown and processing of intra and inbound mail and parcels.
 - b. Preparation of and processing of all outbound mail and parcels.
 - c. Compilation of reports and records necessary for daily operation.
 - d. Operation of electronic postage charge-back system.
5. Handling confidential information and/or high value documents/items including cash.
6. Cleaning and caring for his/her assigned vehicle.
7. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Appropriate valid Florida driver's license for vehicle(s) driven.
2. Demonstrated record of safe driving.
3. Functional literacy (demonstrated ability to sort 600 pieces per hour once trained)
4. Good physical stamina (working on feet for 4/5 hours, lifting and lowering).

DESIRED QUALIFICATIONS:

1. Experience in a like position.
2. Knowledge of local geographical area.