



UNIVERSITY OF ARKANSAS  
PULASKI TECHNICAL COLLEGE

# Employment Opportunities

Job Vacancy Announcement

## Mail and Shipping Coordinator

### Summary:

The University of Arkansas - Pulaski Technical College in North Little Rock, Arkansas, is accepting applications for Mail and Shipping Services Coordinator. The Mail and Shipping Coordinator is responsible for intake and logging of all incoming packages into the UA – Pulaski Technical College’s tracking system, delivery of merchandise, and picks up M & R requests.

### GENERAL RESPONSIBILITIES:

- Operates postage meter and shipping scale, weighs letters and parcels for postage, as well as, packages for UPS and FEDEX, and assures the lowest possible rate of shipping/mailing is used.
- Receives incoming freight, supplies, and packages from various vendors.
- Records inventory and tags and stores items as required.
- Prepares registered, certified, express mail, UPS and FEDEX for proper handling.
- Maintains files and records, matches orders to invoices, files, sorts, or stamps mail, and wraps packages and boxes as needed.
- Contacts shipper or ordering party for additional information, if needed.
- Pickup and assists in the process of disposal or recycling of expired state materials through DFA guidelines (M&R).
- Maintains postage records and prepare reports of activity.
- Interpret pertinent details and data to create or prepare forms and spreadsheets.
- Assists with scheduled inventory audits.
- Utilize the package and tracking system and USPS Postal Wizard Software.
- Coordinates repairs and upkeep on all equipment and machines throughout the department.
- Operate and forklift to transport packages and lift 50 lbs. or more as needed.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- The formal education of a high school diploma; plus, one to three months related experience and/or training; or a combination of both.
- Experience with Microsoft Office.

**LICENSES:**

Must possess a driver's license and clean driving record.

**DEADLINE:** Open until filled

**APPLICATION PROCEDURES:**

Interested candidates should submit a UA - Pulaski Technical College employment application, resume and copies of unofficial transcripts to: UA - Pulaski Technical College, Office of Human Resources, 3000 West Scenic Drive, North Little Rock, Arkansas 72118.

[http://www.uaptc.edu/human\\_resources/employment-opportunities](http://www.uaptc.edu/human_resources/employment-opportunities)

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