



Job Specification

Position Title: MAIL AND SUPPLY CLERK
Job Code: OPSEU - Clerk 3 Supply, 51204
Job ID: 36281

Purpose of Position:

To perform mail and supplies inventory control duties related to the receipt, maintenance and distribution of forms and supplies, to the receiving, sending and distributing of mail and courier packages.

Duties/Responsibilities:

1. Opening, sorting, logging, routing and distributing all incoming mail.
2. Preparing mail for dispatch by sorting, preparing, ensuring correct addresses, including of enclosures, ensuring proper size envelopes are used to avoid excess mail costs, ensuring sufficient postage meter credits are available in postage machine.
3. Preparing necessary documentation for dispatching of bulk packages by rail, surface, air, express and freight to and from points in Ontario.
4. Tracing lost or partial shipments of mail.
5. Checking courier invoices for accuracy, and reconcile statements on a weekly and monthly basis. Contacting suppliers to resolve discrepancies, then forward invoices for payment.
6. Operating mail inserting system and Paragon Mailing System to ensure outgoing mail is sent in a timely and cost-effective manner and tracking postage used to ensure sufficient balance remains in the postage-by-phone account.
7. Receiving and unloading shipments of incoming materials and supplies and checking against packing slips for shortages, errors and substitutions. Following up with shipper and supplier as required.
8. Filling internal and external requisitions/orders for supplies and materials and distributing to appropriate area and stakeholders (ie Division Registrars).
9. Maintain inventory control system; monitor inventory of stock and advise manager at review level; participate in forms management and control processes.
10. Completing requisitions for 3,000 internal/external stakeholders by receiving orders, preparing and shipping orders and recording stock transactions and inventory records.
11. Preparing for courier shipments and receiving and opening all incoming mail and courier deliveries.
12. Delivering supplies and forms to requisitioning departments and ensuring confidential documents are destroyed by overseeing the shredding of material by contractors.
13. Ensure operation of all mail equipment and processes; monitor and report situations when equipment and processes are not functioning properly.
14. Liaise with shippers, suppliers and maintenance/service providers on an ongoing and continual basis.
15. Operate material handling equipment, pallet truck.
16. Maintain shipping logs, specific to the shipping of sensitive documents (marriage licences/bans).

Knowledge:

Position requires good knowledge of administrative systems, processes and practices to deliver mail distribution services for the Branch. Job requires knowledge of ministry stock keeping procedures and practices pertaining to the receipt, maintenance, issuing and recording of stockroom supplies in order to fill orders and monitor supplies, e.g. completing orders, verifying required documentation. Job requires knowledge of established record-keeping procedures (e.g. manual and computerized stock system) to record stock keeping transactions. Job requires knowledge of supply tracking and inventory control to determine recorder times and stock levels. Job requires knowledge of postal/courier requirements and rates. Job requires knowledge of computer software i.e. WordPerfect, Excel, Internet to complete ad hoc reports for management by entering information and to trace courier shipments through Canada Post Internet System; knowledge to input and retrieve data related to inventory software packages.

Skills:

Job requires analytical skills in checking incoming goods against packing slips and purchase orders for correct quantity, acceptable quality, loss or damage; in selecting required stock items and filling orders to authorized personnel; in identifying depleting supplies and rectifying, e.g. returning materials. Job requires analytical skills in determining most suitable packaging/delivery methods, e.g. appropriate labelling, cost, speed and method of shipment. Job requires evaluating and organizing, the use of

stockroom space, following up on issuing items and identifying discrepancies through periodic inventory checks. Job requires tracing of missing courier shipments by calling courier company with way bill information or by tracking through Canada Post. Job requires the ability to communicate with various client groups.

Freedom of Action:

Job requires working in accordance with shipping schedules and Office of the Registrar General stock keeping procedures and established practices to ensure minimum inventory levels are maintained. Job is subject to monitor and review by Manager for selection by the Manager of course of action within procedural guidelines. Job requires rectifying identified errors in shipping, e.g. processing returns, redirecting shipments. Job requires referring to Manager situations not covered by established procedures, e.g. discrepancies in inventory of stock items, questionable requests from personnel for stock.