

## **Mailroom Specialist**

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Mailroom Specialist to build upon their 50+ year leadership in housing finance.

This position is responsible for expediting mail service and equipment/supplies and express deliveries; coordination of messenger services; vendor/invoice duties; assist with monitoring property disposal; coordinate Board day lobby setup; management of department supplies.

### **Essential Functions:**

**Mail Service:** receive and distribute all incoming USPS mail, messenger deliveries, and goods; collect and distribute in-house mail; maintain all mailroom equipment; assure all outgoing mail and parcels are properly sealed, metered and charged to appropriate department; work with departments for proper handling of mass mailings and coordinate delivery to CMS pre-sort center; monitor postage meter and prepares necessary paperwork for replenishing account and downloading funds via the online account; prepare monthly postage report for Department director on costs by department; keep up-to-date on changes in postal rates and procedures, and mail equipment technology; work with the supervisor on mail equipment procurement.

**Messenger Service:** responsible for online accounting system for this service; maintain names of staff in online database and makes changes when necessary; coordinate special daily deliveries for departments; responsible for training staff on proper procedures for online entry service and tracking process; process vendor invoices in JDE accounting system.

**Overnight/Express Mail:** responsible for maintaining current database for staff accounts; maintain all supplies related to express and ground mail process; responsible for reviewing weekly express and ground invoices for accuracy, entering information into the JDE accounting system, and monitoring timely payment to vendor; reports any cases of fraudulent activity on the account to supervisor; responsible for training staff for online entry and tracking process.

**Vendor/invoice duties:** establish and maintain good working relationships with assigned vending sources; review and monitor active accounts; gather information as needed to ensure accurate bill processing and payment for purchases.

**Equipment and Fixed Assets:** work closely with the supervisor to properly plan and coordinate the disposal of broken/damaged equipment and furniture that is ready to be entered in the CMS surplus property system, which involves preparing the items for pickup (shrink-wrapped in speed packs and centrally located) and making transportation arrangements for pickup with CMS.

### **Education and Experience Requirements:**

Associates degree preferred or 3 years of equivalent work experience. Minimum of three years of previous experience with mailroom operations. Basic knowledge of office equipment (computers, postal machine, and envelope folder/insertor). Working knowledge of Microsoft Office, Word, and Excel with computer skills in word processing and spreadsheet applications. Strong interpersonal, communication and writing skills, along with proper telephone etiquette. Highly organized with the ability to multi-task and attention to detail. Must be able to work independently.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume and to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=428167&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=428167&source=CC2&lang=en_US)

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