

Mail Room Coordinator

Archdiocese of Galveston-Houston Chancery System

1700 San Jacinto Street

Summary

The Mail Room Coordinator serves in the Archdiocese of Galveston-Houston Communications Office and is responsible for all Chancery mailroom duties which include but is not limited to:

- Sorting all incoming mail, distributing, and collecting mail at chancery locations,
- Dispatching outgoing mail to downtown Post Office
- Assisting with related mail requests from Chancery departments.
- Serving as primary operator of Pitney Bowes hardware and software in the mailroom.
- Special projects as assigned by the Internal Communications Manager.
- Working in collaboration with Copy Center Coordinator and provides backup for that position as directed.
- Providing support for Downtown Chancery Reception Desk duties as needed.

Education and Experience

- High school diploma or general education degree (GED);
- 1-2 years related experience and/or training, or equivalent combination of education and experience; three to five years of Post Office and/or mailroom experience preferred.
- Proficient in MS Suite.
- Good communication skills.
- Valid Texas driver license.
- Familiarity with Pitney Bowes/postal hardware and three to five years of Post Office and/or mailroom experience preferred.

Suitable candidates may send cover letter, resume, and minimum salary requirement* to resume@archgh.org with Mail Room Coordinator on the subject line.

**Applicants who do not include minimum salary requirement may not receive further consideration.*