

<b>Position Title</b>	Mail Clerk
<b>Classification</b>	Level 3
<b>School/Division</b>	Campus Management
<b>Centre/Section</b>	Maintenance & Operations
<b>Supervisor Title</b>	Mail Room Manager
<b>Supervisor Position Number</b>	109510
<b>Position Number</b>	301676

### **Your work area**

---

Campus Management is responsible for planning, designing, developing and managing the University's campus and property portfolio to support teaching, research and campus life. Campus Management delivers a range of University wide services including strategic planning, property management, facilities operations, major projects and developments, sustainability, landscape, security and transport. Within the Central SDC the role shares accountability for the operational delivery of Campus Management services and its primary customers are the Central Units and the whole of The University.

### **Reporting structure**

---

Reports to: Mail Room Manager

### **Your role**

---

As the appointee you will, under routine direction, perform the duties required for the daily processing and delivery of inbound and outbound mail and parcels.

### **Your key responsibilities**

---

Collect inbound mail (letters and parcels) and record data in mail management system  
Prepare outbound mail through an automated franking machine  
Record online courier and mail requests  
Assist with liaising with a range of suppliers regarding query costs and provide advice to customers  
Assist with sorting mail into delivery mail points  
Assist with delivering mail and parcels across campus  
Other duties as directed

### **Your specific work capabilities (selection criteria)**

---

Year 12 or relevant experience in provision of mailing services or demonstrated equivalent competency  
Good written and verbal communication skills

Good organisational skills with the demonstrated ability to set priorities and to meet deadlines

Demonstrated ability to set priorities and to meet deadlines

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Ability to work independently, show initiative, problem solve and work productively as part of a team

### **Special requirements (selection criteria)**

---

Able to fit the physical requirements of the position

Current "C" class driver's licence

### **Compliance**

---

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](http://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](http://web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](http://safety.uwa.edu.au/)