

Postal Registry Clerk

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Company: Vectrus

Location: Kuwait

Category: other-general

Overview

****This position is physically located in Kuwait in support of LOGCAP****

Clerks can perform any combination of tasks within the postal operation, such as customer service, assist customers in filing claims and/or complaints, and sale of postage, meter stamps, postal cards, Money Orders and stamped envelopes. Clerks will facilitate the Postal Registered Mail room/cage and manage its function. Clerks will sort and process mail for delivery/dispatch in accordance with destination address, or transportation/distribution scheme. examine mail for correct postage. Clerks work in an industrial environment. Duties include the loading, unloading and moving of sacks of mail and packages weighing up to 70 pounds. Clerks also receive and dispatch bulk volume of mail for joint . military and foreign military coalition forces, civilian DOD and contractors in Kuwait.

Responsibilities

This position description is subject to change at any time as needed to meet the requirements of the program or company.

Accept and safeguard incoming mail. Maintain high security of postal facility at all times.

Perform Registry Mail functions to Military Postal facility assigned within the scope of the contract.

Process incoming Registered mail for delivery from postal finance clerk and unit mail clerks

Perform closeout procedures to ensure the Registry section is balanced.

Separate and scan all accountable mail in accordance with Military Postal polices.

Process all Pro-grade and Retro-grade mail at APO's and JMMT.

Accept and process outgoing official mail from the local installation Official Mail section.

Break down Tri-Walls, Open mailbags, letter trays, and sort mail by authorized APOs or assigned units.

Rewrap, reseal, repair and endorse mail received in damaged condition.

Conduct Unit Mail call at prescribed time and provide the necessary customer assistance to the unit mail clerks.

Issue mail (. Barcoded, Insured, Certified, Registered mail) to Unit Mail Clerks, DOD civilian and contractors in Kuwait.

Perform Directory Service and using Standard Pouching and Routing Instructions.

Retrieve mail from USPS mail drop-boxes.

Provide customer services to authorized patrons.

Prepare and stage outgoing mail on military/airline pallets and mail trucks.

Perform general housekeeping and custodial duties at all Military Postal Facility assigned.

Must be willing to work on holidays, short notices, all shifts, overtime and cross-train in any CSD location in Kuwait.

Performs other related tasks as directed.

Qualifications

Minimum Qualifications Education/Certifications: One-year related experience may be substituted for one year of education, if degree is required. Must be a . Citizen Must be able to

obtain and maintain valid Secret ClearanceA valid driver's license and the ability to obtain a U. S. Government Motor Vehicle Operator's License and host nation Driver's License is required.

Skill level and/or years of experience:Must know all postal procedures and techniques used by postal personnel in operation of Army and base post offices;must be able to instigate work simplification methods;

Working Conditions: Must be capable of working in an extreme weather conditions with temperatures exceeding 120 degrees Fahrenheit.Indoor and/or outdoor environment with very adverse and harsh conditions (., hot, dry, duty, desert environment with average temperatures of 30 degrees in the winter and 130 degrees in the summer months).Includes some industrial production environment conditions as well.

Physical Requirements:Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.Work may require heavy lifting, stooping, climbing, prolonged standing, prolonged sitting, and working with or in areas where a potential could exist for exposure to physical, chemical, or biological agents.Employee use of personal protective equipment (PPE) is required for some situations. PPE includes, but is not limited to, head, foot, torso, respiratory, vision, and hearing protective devices.Must comply with all Fire and Safety Regulations and post policies.

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