Office Mailroom/ Operations Clerk

Department: Accounting **Reports to:** Bookkeeper

JOB SUMMARY: In this role, Office Mailroom/ Operations Clerk will perform routine clerical/accounting duties to support the organization.

The successful candidate is a highly motivated, detail-oriented professional who will be able to prioritize multiple types of requests and efficiently process information.
Since 1936, Lovell Safety Management has been the leader in the NYS workers' compensation safety group insurance market. Known for our excellence in service, our staff makes the complex easy for our broker partners and customers. Lovell's teams of underwriters, safety, and claims professionals give businesses access to the expertise they need to control their NYS workers' compensation costs. Lovell professionals manage claim outcomes and reduce the potential for future injuries, resulting in premium savings.
Skills and Knowledge Requirements:

- Work in the agency mailroom, open/sort mail
- Deliver packages from one department or individual to another within the office or deliver to the USPS
- Maintain shipping and mail supplies, such as envelopes, tape, stamps, postal supplies and keep an inventory of these supplies.
- Handle outgoing packages, packing items; ensure proper labeling and arrange pickup from the post office, UPS, FedEx, or other carriers.
- Process Certified, Priority Express and other correspondence requiring postage via the Pitney Bowes mail machine
- Sorts incoming mail and delivers to appropriate department or individual, processes outgoing mail.
- Act as backup to the agency receptionist as needed
- Performs clerical duties including typing, filing, and completion of simple forms.
- Operates office machines including copiers, scanners, phone and voicemail systems, personal computers, and other standard office equipment.
- Copies, sorts, and files records related to office activities, business transactions, and other matters.
- Prepares letters, memos, forms, and reports according to written or verbal instructions.
- Maintains accounting filing systems either manually or electronically.
- 35 Hours/Day Shift
- Performs other related duties as assigned.

QUALIFICATIONS:
Required Education, Experience & Licensing

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite, related software.
- Accounting systems a plus
- Time management skills and the ability to work independently are essential for this position

At Lovell, we offer a comprehensive and competitive benefits package in addition to compensation. The annual salary range for this role is $40,000 to $50,000 in addition to bonus potential, a 401(k) match, health benefits, paid time off and more. The final salary will be determined based on a variety of factors, including the individual's experience and qualifications.

The statements herein are intendent to describe the general nature and level of work performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the sole discretion of Lovell Safety Management. All employment with Lovell Safety Management is of an at-will nature. Lovell Safety Group is an equal opportunity employer and complies with applicable worker and workplace employment laws and regulations.