

# Reynolds DeWalt is Hiring for Mail Services Associates in New Bedford

Reynolds DeWalt, located in the New Bedford industrial park is seeking qualified applicants to join their team! **Apply Here:** <https://www.reynoldsdewalt.com/employment-opportunities/>

## **MAIL SERVICES ASSOCIATES**

Direct Mail Operations Department looking for an experienced and motivated mail technician.

- Full-Service IMB comprehension a plus.
- Full-time positions, 1st and 2nd shifts available
- Insurance benefits
- 401K with match after a 90-day review.
- Union Shop

## **Essential Duties and Responsibilities**

Responsible for assisting management in coordinating all aspects of client's mailing, including submission electronic postal paperwork, following detailed instructions on special jobs, inkjet operations, insert operations, lettershop applications.

- Set up and operate inkjet and inserting machines.
- Pick product for projects
- Maintain USPS mailing equipment inventory
- Coordinate proofing and sign-offs with client service representatives.
- Monitor timelines to ensure successful firm mail drop dates.

## **Education and Experience**

- High school diploma or equivalent preferred.
- Years of experience required: 5

## **Skills/Qualifications**

- Ability to follow verbal directions.
- Ability to read instructions in English.
- Ability to solve problems.
- Ability to work in a team environment.
- Ability to work in a fast-paced environment.
- Ability to perform quality control.

## **Physical Demands**

- Ability to stand for extended periods of time.
- Repetitive use of hands, fingers and arms.
- Ability to demonstrate fine dexterity skills.
- Ability to move about the facility.
- Ability to climb, bend, reach, kneel and crouch.
- Ability to lift up to 25 pounds.
- Ability to wear Personal Protective Equipment (PPE) as needed.

## **Work Environment**

- Exposure to loud noise level.
- Personal Protective Equipment
- Safety Glasses (as needed).

## **Reynolds DeWalt**

*186 Duchaine Blvd*

*New Bedford, MA 02745*

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