



Courier

Reports to Director of Facilities

Job Description:

Duties and responsibilities include but are not limited to daily delivery and pick up of interoffice mail between all NHA sites, based upon schedule. US Mail pick up at post office, sort and distribute appropriately. Placement of postage on out-going mail daily; logging of postage use to appropriate accounts. Responsible to deliver office supplies and packages to sites during mail delivery, as directed by supervisor.

Requirements:

- Must have High School Diploma or GED equivalent
- Valid driver's license and adequate auto insurance
- Should also be computer literate, organized, able to work with others, maintain complete confidentiality
- Must be able to lift 50 pounds

Hours are 9:00 a.m. to 2:00 p.m.

Job Type: Part-time Salary: \$10.00 /hour