



# The Evangelical Covenant Church

## JOB DESCRIPTION

**Position:** Facilities and Mailroom Manager  
**Team:** Operations - Facilities  
**Reports to:** Facilities Manager  
**Supervises:** Facilities and Mailroom Assistant  
**Status:** Exempt

### Summary

The Facilities and Mailroom Manager assists the Facilities Manager in general ground and facilities maintenance tasks, as well as, in managing and leading efforts in the Mailroom area. This position engages with Covenant Offices constituency to ensure facilities and grounds are operational and ready for engagements. Additionally, the Facilities and Mailroom Manager manages all components of the mailroom for both internal and external audiences, to include shipping, assembly, deliveries, mailing and packaging.

### Essential Functions

- Engage in professional, hospitable, and courteous communication with constituency.
- Receiving and delivering packages and mail to 8303 constituency.
- Processing mail and packages for mailing or shipment.
- Provide transportation and delivery services to mission areas, as it relates to operational items.
- Manage recycling program and process.
- Assist Facilities Manager with general maintenance of 8303 building & grounds.
- Facilitate meeting room set-up and services to ensure space is prepare for engagements.
- Formulate reports according to services provided and as requested by management.
- Preparing request for payment vouchers for vendors, including the weekly UPS invoices.
- Ordering and manage inventory of supplies, special projects, shipping and mailing, and as requested by management.
- Maintaining the postage meter, handling postage monies, installing updates, and arranging service calls.
- Process inquiries from constituency; respond and/or direct to the appropriate person according to need.
- Process invoices and manage accounts receivables and payables for the Mail Room.
- Prepare bookkeeping reports on inter-office charges/expenditures to ensure accurate accounting of debits and credits, as they relate to the Facilities and Mailroom areas.
- Managing vendor accounts and generate reports, as deem necessary.
- Lead and supervise elements in the Mail Room area (project management, scheduling, supervising, and completing projects).



- Manage resources, area and supplies of the Café and the 1<sup>st</sup> floor kitchenette (keeping inventory of coffee, kitchen supplies, cleanliness, equipment, etc.).
- Restocking soda machine, placing orders for soda delivery and cash handling of revenue.
- Collect content of document destruction bins in a secure manner. Centralize collection of documents in secure location, schedule shredding with vendor.
- Maintain pharmacy technician license and provide weekly prescription pickup for Bethany Benefit Service.
- Support storage efforts and off-site storage facility.
- Ensure work areas and storage facilities are properly maintained, organized and clean.
- Other duties as assigned, by the Facilities Manager and/or Executive Director of Operations.

### **Education and Experience**

Required: HS degree and a minimum of two year experience working in a mail room and/or building maintenance.

Highly preferred:

Supervised other staff or team.

Engagement with the ECC.

### **Skills**

- Proficient in Microsoft and Windows applications.
- Detail oriented, strong organization, prioritization and time-management skills.
- Excels in attention to detail with high level of accuracy.
- Works well under pressure and is able to accomplish multiple tasks, with conflicting priorities and timelines. Ability to track and report progress on a wide range of tasks, simultaneously.
- Ability to respond to and deal with a range of ad hoc queries/requests.
- Ability to operate with discretion and confidentiality at all times.
- Maintains flexibility in approach and adjusts actions when appropriate.
- Ability to coordinate and manage logistics for small and large meetings.
- Excellent management and people skills to embrace diversity of schedules, backgrounds, formats, contexts, etc.
- Uses critical thinking skills, applying logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to address challenges and ensure efficiencies in operations.
- Self-starter, with the ability to work independently.

### **Environment Conditions**

Able to work well in professional office setting, but occasionally works in remote locales. Must hold a valid driver's license and be available nights and weekends. Must be versatile and able to work for prolonged segments sitting or standing. Must engage frequently with office tools and equipment, such as: office equipment and machinery, computer, copier, phone, web-conferencing equipment, cell communication, printers, dolly, cutting, packaging, and delivery



tools, power and maintenance tools, etc. Must be able to occasionally lift or move items, less than 75 lbs.; and using machinery to move boxes and crates (Pallets, dolly etc.) Pack and unpack, move and lift boxes that contain event materials.