

# HIRING EVENT

# Pitney Bowes

## Interviews & Applications

**Walk-ins Welcome!**

**December 6, 2018**

**9:00 am – 2:00 pm**

**PA CareerLink® Bucks County**

1260 Veterans Hwy  
Bristol, PA 19007

## To Schedule an Interview or any Questions Contact:

**Mike Spinka**

215-781-1073, ext. 2202

mcpinka@buckscareerlink.org



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You must apply on [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) using the job posting number below

Position Available:

### **Mail Sorter (#12596598)**

Duties include and are not limited to:

- Ensures that the mail is reviewed for proper date, postage, and good quality barcodes prior to being placed into production.
- Prepares outgoing mail and conducts first quality check on completed production run.
- Communicates errors and recognizes bad barcodes found in the mail to operator or supervisor to prevent re-work of mail.
- Properly organizes postage metered rejects separated by postage rate and keeps mail arranged by specific jobs.
- Troubleshoots and removes mail piece jams from machine by avoiding damage to the mail and to avoid double counts on the machine.
- Completes end of run production tasks (i.e. proper disposition of extra mail, placement of bins, stocking trays and tag holders, stocking all supplies needed to run production, etc.).
- Promotes a clean work area to prevent possible injuries and/or tripping hazards to self and others.

Qualifications:

- Thorough knowledge of the processing and flow of mail.
- Knowledge of postal regulations that relate to bar coded mailings.
- Strong organizational and time management skills.
- Ability to lift up to 50 lbs. with or without accommodations.
- Ability to walk, stand, stoop, and bend 80% of the time with or without accommodation.
- Candidates must have a basic enough understanding of English to be able to understand and follow safety and other operational directions communicated in English, irrespective of their native language.
- Must have the ability to work overtime which may include weekends, holidays and or a different shift with little or no advance notice.

**Positions located in Levittown, PA**