

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Mail Clerk
Department:	Operations
Supervisor:	Assistant Manager, Operations and Facilities
Employment Status:	Full-Time
FLSA Status:	Non-Exempt
Work Hours:	Mon–Fri 7am-4pm
Issue/Revised Date:	05/20/2016

The Honolulu Museum of Art (HoMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Job Summary:

Under general supervision of the Operations and Facilities assistant manager, performs general clerical work and support of the Operations department. This position is responsible for duties such as metering packages, sorting and processing of mail; completion of various mail projects; assigning the proper postage and rating to outgoing mail; picking up and distributing of company mail; running varied errands.

Minimum Qualifications:

- High school diploma or equivalent.
- Valid driver's license.
- Proficient in the use of Microsoft Office (Excel, Outlook, Word).
- Strong interpersonal skills and ability to work with a diverse group of people.
- Previous experience with shipping, receiving, and mail room operations.
- Working knowledge of mail machine, electronic mail scale, and Xerox machine.

Desired Qualifications:

- Understanding of Honolulu Museum of Art's vision, mission, values and a dedication to advancing the organization in a sustainable way for future generations to enjoy.

Essential Duties:

- Processes outgoing mail and packages; determines most economical and efficient shipping method; selects appropriate shipping container; packs items to ensure safe delivery and arranges with appropriate shipper to pick up outgoing packages (USPS, UPS, FedEx, etc.).
- Processes incoming mail and packages; sorts incoming mail and places in proper departmental mail slots for distribution.
- Processes online shipping labels and tracks process using online system.
- Assists with the processing of Operation department invoices for payment; keeps records of paid invoices.
- Keeps track of administrative files, books, and supplies.
- Keeps track of maintenance records for Museum vehicles including service, repairs, and registration.

- Delivers and picks up supplies, incoming shipments, and other materials to various departments.
- Performs daily bank transactions.
- Maintains mailroom and equipment.
- Other duties as assigned.

Traits and characteristics:

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and its brand. Sense of humor and flexible approach to the position is a must.

Working Conditions and Atmosphere:

Ability to climb stairs, walk on uneven, and occasionally slippery surfaces. Ability to pull, push, lift and carry up to 25 pounds with occasionally heavier loads. Ability to bend, stoop, kneel, crawl, and crouch. This position works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required.

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class