



Job Title: Mailroom Clerk

Department: Accounting

Reports To: Accounts Receivable Manager

Status: Non-Exempt

Summary: A successful **Mailroom Clerk** is a member of the Mailroom Team that supports the entire company. This candidate will be required to operate the Pitney Bowes mail machine for folding and stuffing outbound mail, as well as applying accurate postage. In addition, this candidate will operate with minimal supervision and be responsible for processing incoming mail.

Essential Job Functions:

- Handling, tracking and sorting of Incoming USPS Mail, FedEx, UPS, DHL, Certified and Registered mail and delivering throughout the company
- Operating postage meter and folding machine for outgoing mail
- Record Volume and metrics data for reporting as required
- Driving to post office to deliver outgoing mail
- Perform other duties as required by management

Required Skills and Experience:

- Prior experience with a Pitney Bowes mail sorter and postage machine, a plus
- Ability to organize and prioritize workload
- Ability to work well with others and to form a strong team approach to reach organizational goals
- Ability to sort work by alpha or date priority
- Ability to lift up to 20 lbs. and be able to bend, stoop and reach
- Working knowledge of Microsoft Office - Word, Excel and PowerPoint
- Ability to comprehend verbal and written communication
- 10-key proficiency
- Strong organizational and analytical skills
- Valid CA Driver's License and carry own valid auto insurance
- Satisfactory DMV record

Education Requirement:

- High School diploma or equivalent

About Us:

Western General Insurance Company has a long-standing reputation as a leader in the non-standard automobile insurance industry serving CA for 46 years. In addition to CA, we currently do business in 3 other states and continually strive to expand the growth of our company. We are a service-oriented company where we believe "Great Service is our standard, not the exception". We offer competitive salaries based on knowledge and experience. Our excellent benefits allow you to qualify for your choice of medical plan, as well as dental, vision and life insurance plans, within your first three months of service, save for your future with our 401(k) and Profit Sharing plans, balance your life with generous paid time off, and enjoy casual dress every day. Employees also receive discounts for shopping, entertainment, dining, and more through WG Perks. Our open-door policy, casual dress code, great benefits and our commitment to demonstrating our appreciation to our employees makes Western General a great place to work. We are an equal opportunity employer.