



# MAIL/COPY CENTER ASSISTANT

## DEPARTMENT

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Mailroom/Copy Center - 6410

## QUALIFICATIONS

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Keen attention to detail, excellent communication and customer service skills, ability to multi-task and able to lift heavy boxes.

## DUTIES

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- Sort and meter mail
- Deliver mail and packages to campus departments
- Receive and distribute student mail
- Complete copy/print jobs when requested
- Provide customer service for reception desk
- Other projects directed by Supervisor

## COMPENSATION

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Begins at Minimum Wage

## HOURS

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5-10 hours per week, depending on availability  
Flexible between M-F 9a-4p

## CONTACT

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