

JOB DESCRIPTION:	Jr. Buyer – Post Office Coordinator		
DEPARTMENT:	Business Affairs – Mailroom		
REPORT TO:	Executive Director – Purchasing		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	412150	DATE APPROVED:	14-APR-2021
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Under general supervision of the Purchasing Buyer, coordinates and manages day-to-day Post Office operations and incoming and outgoing mail productions as well as maintaining student parcel locker system and software.

DUTIES:

1. Monitors procurement card activity and usage patterns; investigates unusual patterns or anomalies, and determines and or recommends appropriate action, to include disciplinary action, as appropriate.
2. Reviews and coordinates all purchasing card purchases in accordance with university policies and New Mexico Procurement Code.
3. Coordinates the administration of the purchasing card program, to include obtaining cards for employees, security provisions, and related administrative activities, maintaining the software, and the application and enforcement of policies and procedures.
4. Develops and trains university staff and faculty on the various p card activities including authorized users.
5. Serves as primary liaison between the university and the purchasing card provider; serves as the ombudsman for the program, troubleshooting university user issues as they arise.
6. Creates, modifies, suspends, and/or cancels user accounts as appropriate.
7. Proposes policy and procedure changes as part of the continuous quality improvement process.
8. Establishes and implements policies, procedures, and standards for ensuring timely processing and delivery of a variety of mail and packages.
9. Ensures compliance with US Postal Service (USPS) regulations as well as University and departmental policies and procedures.
10. Ensures and stays informed of all postal changes and rates, ensuring all postal equipment and software are updated.
11. Responsible for directing interoffice and external mail services.
12. Coordinates bulk mailings for requesting departments, USPS and advises on appropriate processing and cost. Maintains bulk mail and business reply permits and accounts.
13. Works closely with Supervisor, to schedule and assign student worker roles, responsibilities, and related activities.
14. Maintains daily logs of postage and paper, shipments of various carriers, student boxes, parcel lockers, supplies, and related mailroom transaction expenses; maintain adequate funds on postage machine; prepares daily, monthly, and quarterly reports for accounting pertaining to all Post Office transactions.
15. Maintain daily cash drawer, calculate appropriate cost of postage based on requested service, answer customer postal questions, accept payments, calculate change, process receipts, and reconcile cash drawer.
16. Maintains monthly meter read logs of university leased copiers and prepare excel spreadsheet(s) for submittal and invoicing. Perform monthly reconciling of coin-operated copy machines.

17. Maintains monthly log of copy paper on hand and prepare excel spreadsheets for monthly reconciling and audit records.
18. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School Diploma or GED plus 1 year of office or administrative work required. Mailroom experience preferred. Associate's degree in office administration, Business, or closely related field preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Ability to plan and organize daily work routines, establish priorities for the completion of work in accordance with sound time-management. Ability to perform arithmetic and statistical applications in the analysis and reporting of data. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner. Ability to effectively communicate verbally and in writing with the university Community and USPS Office. Skill in working in an environment subject to frequent interruptions and changing priorities. Must be knowledgeable of university policies, procedures, and regulations. Must be sensitive to cultural differences within the University and community. Proficient in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office and mailroom environment. Moderate physical daily work. Travels within the community as needed. May be required to transport normal office equipment and materials. May lift up to 50lbs of packages and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 2 months of hire date. (If applicable for the job)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)