

Copycenter Technician

Hours: 0.7 - 0.8 FTE
Wage: To scale
Beginning date: As soon as possible
Contact: HR@prairie.edu
Email: Please submit your CV to hr@prairie.edu.
Phone: 403.443.3030

POSITION MISSION:

This position exists to support the mission of Prairie to “train and mentor Christians through biblically integrated post-secondary education” by supporting staff and students in the mailroom and copy center.

DUTIES AND RESPONSIBILITIES:

General responsibilities include but are not limited to those noted below. The description may be adjusted according to the experience, skills and passions of the successful applicant.

- Fulfill print orders of various size and complexity from internal and external customers on a time sensitive basis
- Operate equipment in the copycenter/mailroom including printers, laminators, cutters, folders, labelers, binders and postage meters including maintenance and troubleshooting
- Maintain copy center/mail room inventory and supplies and sourcing
- Be responsible for collecting mail daily from the Canada Post Outlet and distributing it through the campus mail system and to deliver outgoing mail to the Canada Post Outlet.
- Be responsible for bank deposits when requested by finance.
- Maintain confidentiality with respect to all mail and copy center material
- Maintain campus mailboxes including labeling, maintaining box holder lists, opening mailboxes, closures, forwarding and holding mail.
 - Work with ICT, admissions and registrar in getting updates lists
- Be present in the copycenter/mailroom to assist mailbox holders to claim mail and/or parcels and to assist with outgoing mail.
- Monitor and respond to incoming mail in the copy center inbox.
- Function as general shipping and receiving representative for the campus with respect to small courier parcels that are delivered to or shipped from the mailroom. This includes familiarity with courier and express mail documentation and procedures as well as Neopost shipping software.
- Problem solving on all mailroom/copy center needs
- Weekly meetings with ICT Team

QUALIFICATIONS:

- Unreserved commitment to Prairie's Mission, doctrinal position and standards
- Must be able to work unsupervised
- Ability to work with deadlines and under pressure
- Attention to detail
- Strong people skills, friendly and welcome demeanor
- Strong organizational skills and the ability to multitask
- Proficient computer skills
- Grade 12
- Valid driver's license

ACCOUNTABILITY:

- Reports to the Managing Director, Information & Communication Technology.

In accordance with the standards of the government, preference will be given to qualified applicants who hold Canadian citizenship or are a permanent residence of Canada.

Prairie's goal is to complete as soon as a qualified applicant is found. However, applications will be received until the position has been filled by a qualified person.