

The mission of the Idyllwild Arts Foundation is changing lives through the transformative power of art.

The Idyllwild Arts Academy provides pre-professional training in the arts and a comprehensive college preparatory curriculum to a diverse student body of gifted young artists from all over the world.

The Idyllwild Arts Summer Program provides arts instruction and experiences of the highest caliber to a diverse student population of all ages and abilities.

Idyllwild is a small town located at over 5,000 feet on the western slopes of California's San Jacinto Mountains. Even though it seems far from the hustle and bustle of city life, the town and campus frequently hosts music festivals, prominent speakers and artists, and community events. Also, it is only two hours by car to Los Angeles and San Diego.

OPPORTUNITY: **Shipping & Receiving Specialist**
LOCATION: **Idyllwild, CA**
REPORTS TO: Assistant Director of Business Operations
STATUS: Full-Time Non - Exempt
SUPERVISES: Mailroom Staff (1)

POSITION OVERVIEW

The Shipping/Receiving Specialist is responsible for all tasks in the Idyllwild Arts Foundation mailroom. This position handles a high volume of incoming and outgoing mail and packages on a daily basis, processing each item through the Neopost IN-700 Series. This is a very detail-oriented, customer service position requiring the ability to multi-task and handle interruptions and inquiries from students, faculty, and staff. Must be able to operate with little supervision and have a clean driving record.

ESSENTIAL DUTIES

- Log all incoming packages into the Neopost system for students, faculty and staff
- Process out-going mail through Neopost system, send out packages via UPS and Fed Ex
- Sort mail for students, faculty and staff
- Assist students with returning online orders and other shipping
- Assist faculty with copy machine and fax
- Supervise P-T Mailroom Clerk
- Set-up Summer Program mailroom configuration – input Summer Program faculty names/emails in Neopost system
- Input Academy student names/emails in Neopost System– organizing mailboxes for students and faculty annually
- Prepare invoice reconciliation paperwork for Accounting office monthly

Thorough Knowledge of:

Excel, Word and basic computer knowledge, familiarity with Neopost Mailing System.

General Knowledge of:

- UPSP, UPS and Fed EX services
- Neopost Mailing Tracking System

- Familiarity with Excel and file extensions such as, .PDF, .TXT, .CSV

SPECIFIC SKILLS AND ABILITIES

Education/Experience:

- Associates degree or better in computer science/programming
- At least two years' experience in a mailroom.

OTHER REQUIREMENTS

- Ability and desire to work within the Idyllwild community, Riverside County, or commute a reasonable distance, that does not impede on-time arrival during winter months.
- Obtain and maintain a valid California Driver License, pass a criminal history background check as required by California Education Code Section 44237, and pass a TB test.

PHYSICAL DEMANDS/WORK ENVIRONMENTS

WHILE PERFORMING THE DUTIES OF THIS POSITION AN INCUMBENT MAY BE REQUIRED TO:

- Regularly remain sedentary for long periods of time in meetings and while processing information and paper work both manually and on a computer.
- Reach with the hands and arms and use of hands to finger, type, and manipulate a computer keyboard and mouse.
- Additionally, the incumbent must be able to converse in clear English both written and orally, over a telephone and in person.
- Be able to make public presentations.
- Occasionally, incumbent may be required to lift up to 50 pounds, traverse uneven terrain and climb stairs while moving about campus, bend and stoop, conduct tours and show visitors campus facilities.
- Provide his/her transportation for local and remote events.
- Work hours vary and may include days, nights, and weekends.

Reasonable accommodation will be considered to enable individuals with disabilities to perform the essential functions of this job.

Interested candidates should send a CV/Resume (PDF or Word doc format, only) and a letter of interest addressing their skills, abilities and experiences relevant to this opening.

Deadline for submittal November 9, 2018

Email to: employment@idyllwildarts.org

Idyllwild Arts is an Equal Opportunity Employer