



VECRA is seeking a Full-Time Mail Clerks, Except Mail Machine Operators and Postal Service

VECRA, Inc. has a requirement for Mail Clerks, Except Mail Machine Operators and Postal Service with 2+ Years' experience. The VECRA Mail Clerks, Except Mail Machine Operators and Postal Service Professional will join our New York operations to carry out the day-to-day tasks.

COMPANY DESCRIPTION

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always: **Vigilant * Efficient * Collaborative * Responsive * Accurate**

JOB SUMMARY

Prepare incoming and outgoing mail for distribution. Duties include time stamping, opening, reading, sorting, and routing incoming mail; sealing, stamping, and affixing postage to outgoing mail or packages; and keeping necessary records and completed forms.

ROLES and RESPONSIBILITIES

- Sending and receiving mail.
- Distributing mail throughout the organization.
- Stocking the mail room.
- Weighing outgoing packages and calculating rates.
- Opening and reading mail when necessary.
- Keeping records.



- Writing reports.
- Checking postage details are correct.
- Sealing and stamping outgoing mail.
- Repairing damaged packages.

QUALIFICATIONS and REQUIRED SKILLS:

- Good time management skills.
- Familiarity or prior experience with government contracting.
- Proficient in Microsoft Office Suite, Internet navigation, SharePoint navigation and Windows.
- Good computer troubleshooting ability.
- Excellent communication skills both verbal and written.
- Works well independently and is a team player.
- Good planner and proficient in time management.
- Excellent multi-tasker and organizer in a fast-paced environment.

EDUCATION

- GED or High School Diploma plus experience may be substituted

OTHER

- **Shift:** First – Day
- **Work Hours:** 9:00am – 5:30pm
- **Schedule:** Monday – Friday
- **Onsite Location:** USA\ Multiple locations New York statewide
- **Req Type:** Full-Time

COVID-19 PRECAUTIONARY MEASURES

All employees (inc. volunteers, temps, consultants, and students with an in-office presence) are required to inform Human Resources of their vaccination status. If vaccinated, employees must submit proof of their vaccination status to Human Resources. OAG offices have returned to a “masks welcome” policy, based on changes in public health guidance. Employees will still be required to wear a mask if they have a recent COVID-19 exposure. Employees that work in OAG offices located on NYS hospital grounds or within space leased by a NYS hospital must continue to follow any mask policies at that location.



BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.

VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to info@vecrainc.com with **Subject Line: Mail Clerks, Except Mail Machine Operators and Postal Service**