

Courier

Pittsburgh Regional Transit is seeking a Courier to sort and deliver incoming mail including facsimile transmissions received at designated central machines and miscellaneous office supplies to appropriate locations/departments; to prepare outgoing mail for delivery, and to maintain related account balances and necessary supply levels for the smooth daily operation of the mailroom.

Essential Functions:

- Collects, sorts, prepares, and distributes mail and parcels, including delivery of certified mail to employees and ensure that appropriate signature is received.
- Drives mail vehicle to designated location mail stops to deliver and collect mail, miscellaneous supplies and parcels.
- Downloads money electronically to the postage machine. Maintain log of postage use.
- Deliver paychecks to all garage locations.
- Pick up credit union check, documenting receipt of check, deliver to Pittsburgh Regional Transit employees.

Job requirements include:

- High School Diploma or GED.
- Demonstrated ability in the use of Windows.
- Valid PA driver's license.
- Must be able to obtain bus-way qualification and keep abreast of bus-way regulations.
- Ability to sort and file in alphabetical and numeric systems.
- Ability to learn routes.
- Ability to read names and addresses.
- Ability to retain and apply a sequence of instructions.
- Basic mathematical skills.
- Good organizational skills.
- Effective and professional communications skills.
- Must adhere to Pittsburgh Regional Transit's Dress Code Policy.

We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Glenn Huetter
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
GHuetter@portauthority.org
EOE