

## OMG, LLC Supervisor – Print/Mail

<b>JOB SUMMARY:</b>	<p>Under the supervision of the Operations Manager, the supervisor is responsible for directing and coordinating print center, mail services and related activities, including developing and supervising staff and processes for the maximum utilization of services and equipment. Responsible for the proper use of client vehicles and equipment.</p> <p>This position will assist in any capacity to satisfy the customer and ensure proper handling of larger items and sensitive time issues. Must be able to work in a fast paced environment and capable of handling situations of considerable difficulty.</p>
<b>ESSENTIAL FUNCTIONS:</b>	<ol style="list-style-type: none"><li>1. Reports promptly to OMG managed areas to oversee daily mail operations.</li><li>2. Supervisor will oversee the timely and accurate distribution and dispatching of materials and supplies received through supervision of a Team Leader and Mail Clerks.</li><li>3. Train new and current staff.</li><li>4. Give direction to staff on a daily basis with workflow in area.</li><li>5. Responsible for writing of procedures that deal with efforts associated with client site delivery standards.</li><li>6. Preparation of volume, management, time sheets and payroll summary.</li><li>7. Provide written and verbal updates on gained efficiencies and cost saving to</li></ol>

	<p>Account Manager.</p> <p>8. Ensures proper safety standards are adhered to.</p> <p>9. Maintain adequate levels of needed shipping materials and postal supplies.</p> <p>10. Maintain good customer relations with client staff and other vendors.</p> <p>11. Participates as needed in special department projects.</p> <p>The preceding examples are representative of the minimum assignments performed by the position and are not intended to be all-inclusive.</p> <p>12. Attend management meetings and designated training classes.</p> <p>13. Other duties as assigned by supervisor.</p>
<p>We want OMG, LLC to be viewed as a first class, service oriented organization that delivers value to our customers and enhances the community. As such, we should always strive to demonstrate the following: Excellence in all we do; "Can do" attitude; Teamwork; Openness in communication; Honesty, Integrity and Candor; Positive attitude; Excellent attendance record; Promptness and Strong work ethic.</p> <p>The preceding examples are representative of assignments performed by the position and are not intended to be all-inclusive.</p>	
<p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b></p>	<p><b>KNOWLEDGE:</b></p> <ol style="list-style-type: none"> <li>1. Supervisory skills.</li> <li>2. Knowledge of facilities associated with mail receipt and delivery.</li> <li>3. Knowledge of organizational structure.</li> <li>4. Ability to handle multiple requests dealing with delivery issues.</li> <li>5. Ability to communicate effectively.</li> <li>6. Ability to read and understand written and verbal instructions.</li> <li>7. Ability to organize tasks and times to</li> </ol>

	ensure timely completion of all projects.
<b>EXPERIENCE, EDUCATION AND TRAINING:</b>	<p>3-5 years supervisory experience with 10+ direct reports.</p> <p>High School Diploma or GED, some college preferred.</p> <p>Domestic and international shipping/receiving experience.</p> <p>Must have strong computer skills and experience working with and creating Excel spreadsheets.</p> <p>All offers of employment are contingent upon a successful drug screen and a background check.</p> <p><b><i>Must have prior experience in copy center management, mailroom services and direct reporting responsibilities for up to 10 team members. Direct reporting responsibilities include daily supervision, written disciplinary action and performance reviews.</i></b></p> <p>Please send cover letter indicating salary expectations.</p>