Job Title: Copy Center Coordinator

JOB SUMMARY

The Copy Center Coordinator oversees and completes requests for copies of forms, documents, pamphlets, memos, letters, and a variety of publications and is responsible for all aspects of mail functions.

MAJOR DUTIES

Completes requests for copies of forms, documents, pamphlets, memos, letters, etc.; reviews for legibility and completeness prior to distribution;
Corrects errors and compiles manuals, classroom presentations, packets and any other special project documentation needed by staff;
Notifies staff immediately of any scheduling concerns which would prohibit meeting print deadlines;
Provides reports of copier usage to vendors and manager;
Monitors and order necessary office supplies;
Verifies shipping tickets against invoices and notifies personnel of any discrepancies
Coordinates next day order/delivery with vendors and monitors vendor compliance;
Conducts routine preventive maintenance on copiers by adding paper and toner when needed;
Assists staff members in efficient operation of copier;
Keeps abreast of latest technology in duplication/bindery equipment;
Sorts and distributes incoming and outgoing mail;
Operates and maintains mailroom equipment properly;
Maintains the efficient operation of the mailroom and its functions.

COMPETENCIES

Customer service skills
Skill in the use of computers and job related software programs
Knowledge of in-bound/out-bound mailroom operations and copy machines
Knowledge of large multi-function copiers that have attachments such as booklet makers, multi-fold folder, punch, etc.; printers ranging from large format to desktop size; digital one-operator guillotine cutter; folding machine; large roll laminator; small pouch laminator; comb binder; spiral binder; and postage meter (digital)
Ability to distinguish between shades of color
Ability to prioritize work
Decision making and problem solving skills

MINIMUM QUALIFICATIONS

Associates’ degree *and* Two (2) years of work related experience
Note: Experience may substitute for the degree on a year-for-year basis

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.