

## **ADMINISTRATIVE SUPPORT SPECIALIST (Part Time) - (MAILROOM SUPPORT) – COVINA**

Position: ADMINISTRATIVE SUPPORT SPECIALIST (Part Time) – (MAILROOM SUPPORT)  
Location: COVINA  
Job Code: CCADMSUPpt  
Rate of Pay: \$9.62 – \$12.26 PER HOUR (D.O.E.)  
Days: MONDAY – FRIDAY  
Hours: 11:00 a.m. – 5:00 P.M. (20 Hours)  
Benefits: 401k and ESOP only

If you are looking for a dynamic, growth-oriented bank environment with a strong customer service orientation, you may want to consider working for **Kaiser Federal Bank**. We are a progressive, community focused Southern California based financial institution.

### **PURPOSE OF JOB**

Processes all incoming and outgoing mail for Kaiser Federal Bank. Keeps accurate inventory of all Kaiser Federal Bank office supplies, forms and promotional items. Responsible for the maintenance of storage records, on-site facilities and confidential bins. Performs other duties as may be assigned.

### **MAJOR AREAS OF RESPONSIBILITY - Operations**

Operate postage/mail machine. Sort and process outgoing mail, weigh letters and packages for appropriate postage. Prepare certified mail, overnight (FedEx) documents and other packages for delivery. Ensure pickup or delivery times are met. Monitor postage availability and order postage as scheduled. Prepare and maintain the inventory record of supplies and promotional items using the Inventory Control Program (PAAG). Produce the Physical Inventory Report and explain variances. Process departmental requisition orders and maintain sufficient supplies for all departments, including kitchen and restrooms. Ensure proper maintenance, cleanliness and security of the facilities for the Covina building. Move and set up office furniture/equipment as instructed. Ensure confidential trash bins and boxes are monitored and picked up per schedule. Maintain storage room following the Records Retention Schedule. Water trees as scheduled and maintain back patio area daily. Follow all written procedures established to perform the functions of this position. Review the building fire extinguishers for readiness. Report any discrepancy between actual duties performed and the written policies and procedures to your direct supervisor.

### **QUALIFICATIONS**

1. Two years of general office and supply/inventory control experience.
2. Basic computer skills to operate machinery and mail/inventory-related software programs.
3. Ability to lift 50 pounds. Ability to drive a vehicle and possess a valid driver's license with a good DMV record.
4. Basic reading and mathematical abilities. Good oral and written communication skills.
5. Demonstrate strong internal customer service skills.
6. Ability to operate hand and power tools effectively.

To apply, send resume, cover letter and **salary history** to:

KAISER FEDERAL BANK  
Attention: HR- CCADMSUPpt  
P.O. Box 6107  
Covina, CA 91722-5107  
FAX – 626-858-5745 or E-MAIL – [jobs@kffg.com](mailto:jobs@kffg.com)  
EOE