

Wilson-McShane Corporation

**Fund Administrators
Mail Services/Imaging Specialist**

Kansas City, MO and Kansas City, KS – 1 position available

Essential Duties and Responsibilities include the following:

- Work in both our Kansas City, MO and Kansas City, KS offices.
- Open, sort, process and deliver all USPS mail, FedEx packages and UPS packages both internally and externally.
- Operate postage meter, document/check inserter, and desktop scanners.
- Deliver paper, envelopes and supplies throughout the office and inventories stock.
- Prepare, scan and index all files and documents.
- Perform quality control on all scanned documents.
- Coordinate document retention on-site (Utilizing SIMPLE) and with off-site storage companies.
- File and assist with pulling files for all departments.
- Assist with related special projects and performs other duties as assigned.

To perform the job successfully, an individual should demonstrate the following competencies:

- Oral Communication- Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- Written Communication- Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- Business Acumen- Understands business implications of decisions; Aligns work with strategic goals.
- Professionalism- Approaches others in a tactful manner; Reacts well under pressure; Accepts responsibilities for own actions; Follows through on commitments; Team Player.
- Judgment- Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Quality- Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Takes pride in his/her own work.
- Quantity- Meets productivity standards; Completes work in timely manner; Strives to increase productivity; works quickly.
- Dependability- Follows instructions, responds to management direction; Keeps commitments; Takes responsibility for own actions.
- Attendance/Punctuality- Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Adaptability- Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events; Ability to prioritize duties.
- Planning/Organization- Prioritizes and plans work activities; Uses time efficiently.

Qualifications:

- Able to travel in between our Kansas City, MO and Kansas City, KS office regularly and with limited notice.
- Able to read and interpret documents such as mail related forms and procedure manuals.
- Computer Skills: Proficiency with all aspects of Microsoft Office. Quick learner of other computer applications.
- Able to lift at least 50 pounds.