

## Mail Data Processor/Equipment Operator

Meridian is seeking a full-time person for our Mailing Department- if you are looking for a supportive, fun and rewarding culture that fosters both innovation and engagement, then this role is meant for you! This position includes data manipulation, formatting of mailing lists and assistance in operation of mail equipment.

This role is a full-time, in-person position with ability to commute/relocate to our office in Loves Park, IL 61111. Starting pay is \$22 per hour and benefits include Health, Dental, Vision and Life Insurance and 401k package.

### REQUIRED CORE COMPETENCIES

- Strong organizational and time management skills
- Multi-tasking ability while keeping high attention to detail
- Excellent problem-solving and analytical skills, strong mathematical skills
- Ability to apply written and verbal instructions to data process/management operations
- Must communicate and cooperate in a teamwork environment
- Comfortable performing tedious tasks – able to perform repetitive tasks for long periods of time

### WHAT YOU WILL DO

- Format and correct mailing lists
- Presort and prepare documentation for Post Office
- Operate/Assist various equipment (Inkjet, Inserter, Tabber, Meter, etc...)

### WHAT WE LOOK FOR

- Experience with Excel, CSV, and Comma Delimited formats.
- Experience with LortonData mail software (or similar software)
- Extensive experience with USPS guidelines and regulations
- Experience with USPS Customer Gateway and Postal One
- Ability to operate computer in mailing list processing
- Ability to work both independently and effectively with other staff members and to take direction as necessary

Meridian is an evolution of over 40 years in industry experience along with cutting edge, user-friendly technology. This combination of integrated services gives us the ability to provide an array of solutions to a diverse customer base. Learn more about Meridian by visiting us at:

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[https://www.instagram.com/meridian\\_direct/](https://www.instagram.com/meridian_direct/)

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Apply today by sending your resume to [HR@meridian-direct.com](mailto:HR@meridian-direct.com). Thank you for your interest, and we look forward to meeting you.

