



The National Bank of Indianapolis
Job Posting: Mailroom Assistant

A Stable and Growing Employer

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 330 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with a highly competitive benefit package, our staff enjoy a sense of stability not always experienced in the general work environment. Benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

Who We Are Looking For

The National Bank of Indianapolis has assembled our talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their coworkers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

How to Apply

To express interest in an open position at the Bank, please email your resume to Resumes@NBofI.com or call 317/261-3271.

We invite you to learn more about The National Bank of Indianapolis at
<http://nbofi.com/careers.php>

The National Bank of Indianapolis is an Equal Opportunity Employer
(Minority/Female/Disability/Veteran)





THE NATIONAL
BANK OF INDIANAPOLIS

JOB POSTING:

Position: Mailroom Assistant

Purpose of Position: This position is responsible for assisting with all aspects of mailroom operations.

Essential Functions:

- ◆ Upholds the Bank's Culture of Excellence
- ◆ Receives internal/external mail and shipments
- ◆ Sorts and distributes mail
- ◆ Maintains postage machine, stuffing equipment and printers
- ◆ Meters all outgoing mail
- ◆ Receives and prepares courier bags
- ◆ Maintains supplies for mailroom through an on-line database
- ◆ Prints required notices and loan statements
- ◆ Prints, inserts and posts monthly statements
- ◆ Folds, inserts and meters items requested by departments
- ◆ Serves as a point of contact between the Bank and couriers
- ◆ Logs all incoming FedEx and UPS mail; produces report at end of month
- ◆ Sends supplies to Banking Centers
- ◆ Requests and downloads postage
- ◆ Maintains organization of the mailroom
- ◆ Assists in updating departmental procedures
- ◆ Keeps all P.O. box fees up to date
- ◆ Properly allocates billing of FedEx invoice to the proper cost center

Requirements:

- ◆ High School diploma or equivalent
- ◆ Prior mailroom experience preferred
- ◆ Demonstrated ability to use a variety of office and mailroom machines and equipment
- ◆ Proven interpersonal and communication skills (written and verbal), with strong emphasis placed on responsiveness and customer service
- ◆ Ability to interpret data and recognize irregular items
- ◆ High degree of accuracy and attention to detail
- ◆ Ability to analyze information and make decisions to resolve problems
- ◆ Ability to organize, plan and prioritize tasks
- ◆ Experience with and good working knowledge of standard computer applications, including Microsoft Word and Excel

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