



Please submit your application via email ([careers@fenway-group.com](mailto:careers@fenway-group.com)) with your name and prospective position in the subject line. We will review your information and get back to you!

**Job Title:** Mail-House Equipment Operator

**Company:** Fenway Group

**Location:** 870 Commonwealth Ave. Boston MA, 02215

**Job Type:** Full-time (hourly w/ weekly pay-cycle)

**Benefits (After 90 days):** Health, Dental, 401K & Employer Match, Paid Holidays, PTO

### **Position Overview**

Fenway Group is seeking a dedicated and detail-oriented Mail-House Equipment Operator to join our dynamic team. The ideal candidate will have a strong understanding of USPS postal regulations, experience operating various mail-house equipment, and possess excellent communication skills. This role requires a proactive individual who can work efficiently in a fast-paced environment and collaborate effectively with team members.

### **Key Responsibilities**

**Equipment Operation:** Operate, set up, and maintain 4-6 station inserter equipment, ink-jet equipment, tabbing/stamping equipment, and other mail-house machinery as required.

**Postal Regulations:** Maintain a comprehensive knowledge of USPS postal regulations to ensure compliance in all mail processing activities.

**Address Formatting:** Understand the basic layout of address format with barcodes to facilitate accurate mail processing.

**File Management:** Pull files and upload labels as needed for mail preparation and processing.

**Troubleshooting:** Troubleshoot equipment issues and perform routine maintenance to ensure uninterrupted mail-house operations.

**Collaboration:** Work closely with other team members to coordinate mail processing tasks and meet production goals.



**Organization:** Maintain a high level of organization in a fast-paced environment to ensure efficient workflow.

**Teamwork:** Other duties as assigned.

### **Qualifications**

- Previous experience in a mail-house or similar role is preferred.
- Proficient knowledge of USPS postal regulations and mailing procedures.
- Experience operating and setting up 4-6 station inserter equipment, ink-jet equipment, and tabbing/stamping equipment.
- Familiarity with address formatting and barcodes.
- Strong troubleshooting skills for equipment maintenance.
- Excellent communication and teamwork abilities.
- Ability to work well under pressure and meet deadlines.

### **Physical Requirements**

**Ability to Stand:** The Mail-House Equipment Operator must be capable of standing for extended periods of time while operating machinery and processing mail.

**Lifting and Handling:** This role involves constant handling and movement of parcels weighing between 1 and 50 pounds. The ability to lift, carry, and maneuver these parcels is essential to perform the job effectively.

### **Reporting**

The Mail-House Equipment Operator will report directly to the Mail Department Manager or Shift Manager, providing regular updates on equipment status and mail processing activities.

Fenway Group is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences to join our inclusive and collaborative team.