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Sortation Clerk

Job Location

United States

Remote work from: GE; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 3,500 - USD 4,500

Qualifications

High School diploma or equivalent

Employment Type

Full-time

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Hiring organization

USPS

Date posted

December 29, 2024

Valid through

31.07.2025

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Description

Sortation Clerk Job in United States – USPS Careers

The **United States Postal Service (USPS)** is hiring for the position of **Sortation Clerk** at various locations across the **United States**. This is an excellent opportunity to join a reputable organization that plays a crucial role in delivering mail and packages to communities across the country.

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Job Details

- **Employer:** United States Postal Service (USPS)
- **Position:** Sortation Clerk
- **Location:** Various locations across the United States (check USPS Careers for specific cities)
- **Job Type:** Full-time/Part-time
- **Salary:** Competitive pay (varies by location)
- **Shifts:** Various shifts available (days, evenings, weekends)

About the Role

As a **Sortation Clerk**, you will be responsible for sorting and organizing mail and packages for delivery. This position is essential to maintaining the efficient operation of the USPS distribution network. You will work in a fast-paced environment, ensuring that all incoming and outgoing mail is accurately sorted and processed for delivery.

Your duties will include loading and unloading mail, scanning packages, operating sorting equipment, and ensuring that mail is routed correctly. The role requires attention to detail, the ability to work efficiently under pressure, and strong organizational skills.

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Key Responsibilities

- Sort mail and packages by size, destination, and other specifications.
- Use sorting equipment to process packages and mail items.
- Load and unload mail and packages from trucks.
- Ensure all mail is handled with care and meets USPS standards.
- Scan mail items and packages for tracking purposes.
- Maintain an organized workspace and adhere to safety procedures.
- Assist in the preparation of mail for delivery, ensuring timely processing.
- Collaborate with other USPS team members to ensure smooth operations.
- Follow USPS policies and guidelines to maintain accuracy and efficiency.
- Work in a warehouse or processing facility with a focus on timely mail sorting.

Requirements

- High school diploma or equivalent.
- Ability to lift up to 70 pounds and perform physical tasks.
- Good organizational skills with the ability to manage multiple tasks.
- Ability to work in a fast-paced and physically demanding environment.
- Strong attention to detail and accuracy.
- Ability to work independently or as part of a team.
- Basic computer skills and the ability to operate scanning and sorting equipment.
- Good communication skills.
- Ability to work flexible hours, including evenings, weekends, and holidays.
- Must pass a criminal background check and drug screening.

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Benefits

- Competitive pay and overtime opportunities.
- Health, dental, and vision insurance options.
- Retirement plans, including the Federal Employees Retirement System (FERS).
- Paid time off (PTO) and holidays.
- Employee discounts on various services.
- Opportunities for career advancement within the USPS.
- Comprehensive training and support to ensure success in the role.

How to Apply

To apply for the **Sortation Clerk** position at USPS, visit the **USPS Careers**

website. You can search for available positions by entering “Sortation Clerk” and your location. Follow the application instructions to submit your resume and fill out the necessary information.

Why Work for USPS?

The United States Postal Service is an essential part of the nation's communication and delivery system. Working for USPS offers job stability, comprehensive benefits, and a chance to be part of an organization that serves millions of people daily. USPS promotes a supportive and inclusive work environment, making it a great place to grow your career. Apply today to become a Sortation Clerk and help deliver mail and packages to people across the country.

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