

MAILROOM & PURCHASING COORDINATOR

Brescia University has an opening for a mailroom & purchasing coordinator. This position is responsible for the daily distribution of employee and student mail, processing outgoing mail, ordering and tracking supplies/purchases and receiving packages from various vendors.

This position will also assign, distribute and maintain student mailbox keys.

Qualifications for the position are high school or GED; 1 year of experience dealing with the public in a customer service-related position, strong computer and organizational skills, and effective communication skills (both oral and written).

Send resume to HR@brescia.edu or mail to:

Brescia University
Human Resources Office
717 Frederica Street
Owensboro, KY 42301

BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER

Diverse candidates urged to apply

This employer participates in the Electronic Employment Verification Program. In compliance with federal law, all persons hired at Brescia University will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.