



# Mail Shop Tech

**Job Status:** Full Time

**Required:** Computer Related Skills  
Dependable Vehicle

**Job Description:** This job requires an employee to efficiently sort and meter all direct presorted and unsorted mail and categorize all mailing labels. Employee must be able to efficiently catch and organize all mail being inserted on the Mail Sorting Machine. It is necessary that you have a dependable vehicle to pick up all direct mail in the morning and the afternoon. (Gas Reimbursement is given)

Should be able to attend training sessions hosted by the company on a regular basis.

Applicants must be willing to work all aspects of the job and will be cross-trained as experience is gained.

**Salary/Wage:** Dependent on experience and current technicians.

**Hours:** Daytime with shift work and weekends during month-end rush.

**Benefits:** Tuition Reimbursement, Loan Reimbursement, "University 200", and completion bonuses are available to *those who qualify*. Company provides health care to full time staff who have reached a minimum employment level. Company is willing to work with student's schedule per official class schedule turned in.

**How to Apply:** Apply by email: [lsayad@laserprinting.com](mailto:lsayad@laserprinting.com), by fax: 318-226-6525, or by mail: P.O. Box 17524, Shreveport, LA 71138