



## **MAIL CLERK**

The Embassy of the United States of America, Wellington is seeking an individual for the position of Mail Clerk.

This is a permanent full time position. The incumbent works as a member of the Information Programs Centre and is responsible for all unclassified mail and pouch operations for US Embassy Wellington and its constituent posts in Auckland, Christchurch and Samoa.

To be considered for this role you must have a clean valid full NZ driver's license, you must also be able to lift 30kg packages, and operate various machines associated with mail handling operations (e.g. franking, scales and computer). You must have completed secondary school and have at least one year's experience in mail handling or office environment. You will have good communication skills and be able to deal tactfully with personnel using mailroom facilities, and ensure delivery of quality customer service. Basic computer skills and working knowledge of Microsoft Office applications are necessary.

The starting salary for this position is NZ\$41,719 per annum at trainee level, with an increase to full performance level after successful completion of one year in the position.

A copy of the full job description and person specification is available at <http://newzealand.usembassy.gov/>

*All employees of the US Government are required to complete full medical and security background checks.*

For further information or to apply for this position, please forward correspondence to:

HR Specialist  
Embassy of the U.S.A.  
P.O. Box 1190  
WELLINGTON  
Email: [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov)

**Applications close at 5:00pm on Tuesday, September 28, 2010.**