

Job Description

Job Title:	Bookings Coordinator/Mail Service Specialist
Department:	Central Stores
Reports To:	Manager-Central Stores
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	March 2021

Primary Purpose

This position provides efficient booking services for approved university spaces used by the university community and the general public. The Bookings Coordinator is responsible for coordinating UW services, day to day service offerings and invoicing.

Key Accountabilities

Scheduling and Room Bookings

- Coordinate the bookings of Registrar's classrooms while following booking guidelines
- Coordinate with UW Police to unlock and lock doors for evening/weekend bookings and communicate special bookings such as firepits and other outdoor spaces. Communicate specific concerns related to potentially high-risk bookings
- Coordinate with IST for electronic locks for weekend/special bookings
- Liaise with Information Technology Management Services for Audio/Visual technician support
- Liaise with Catering Services for catering of food/alcohol
- Liaise with Computer Science for event bookings within Davis Centre
- Liaise with Waterloo Undergraduate Student Association for student club bookings
- Maintain bookings of conference rooms assigned to SRADM (Senior Administration) in Outlook calendar
- Coordinate services for off campus bookings
- Work with the Conference Centre in the booking of space during the conference season

Inventory Control and Distribution

- Manage the inventory of bookings items. (white boards, tables, chairs etc)
- Receive and process bookings requests for on campus events
- Coordinate with Truck Section (Central Stores) to have items delivered and returned in a timely manner
- Prepare cost estimates for invoicing and to follow up on outstanding accounts
- Manage the purchase of inventory needs, either replacement or new offerings in conjunction with existing Central Stores procurement processes and approvals

Mail Service Specialist – secondary role

- Sort and meter all outgoing first-class mail leaving the university using mail metering equipment
- Maintain an accurate count for billing of each department for their first-class postage
- Track business reply mail and bills back to the respective departments
- Process Xpresspost and Library Rate mail using Canada Post Electronic Shipping Tools software
- Generate bills of lading for Canada Post using Canada Post software
- Compile spreadsheet of monthly output including incoming and outgoing mail volumes and shipping totals for manager review

Job Description



Inter University Transit System (IUTS) – secondary role

Prepares and generates the outgoing IUTS library books daily and the IUTS general mail twice weekly using the assigned Canpar courier software and procedures

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Post-secondary education preferred or equivalent experience and training

Experience

- 3+ years of clerical experience with strong attention to detail and demonstrate high level of accuracy
- Experience with Canada Post software and guidelines is preferred
- Computer hardware & software experience

Knowledge/Skills/Abilities

- Knowledge of space capacities and availability, university services, policies and procedures is required
- Proficiency in MS Word and Excel
- Knowledge of Canada Post regulations
- Experience using Neopost Mail Metering Machine and NeoMas is an asset
- Excellent written and verbal communication skills
- Strong interpersonal and relationship-building skills
- Excellent organizational skills with the ability to prioritize
- Demonstrated ability to regularly lift up to 50 pounds

Nature and Scope

- **Contacts:** Extensive interaction with on campus departments and external vendors
- **Level of Responsibility:** Needs to coordinate with multiple sections in Central Stores and departments on campus to ensure events are booked and items are in place. Needs to ensure backups are fully trained for vacation coverage and assisting during high volume times
- **Decision-Making Authority:** Sets timelines for deliveries and returns, while working within available inventory quantities
- **Physical and Sensory Demands:** High attention to detail, some lifting, walking, and standing required
- **Working Environment:** Office and mailroom with occasional trips on campus