



Title: Opener

Department: Opening

Reports to: Opening Department Manager

About Us

Our experienced staff understands the importance of expediency and accuracy. At Aegis Processing Solutions, our team has been providing exceptional service to nonprofit and fund-raising organizations across the U.S. for more than 25 years.

Description: Open and process contents of incoming mail by client.

Responsibilities:

Opening

- By tray, remove contents of each envelope
- Envelopes with cash are put in tray and put on belt
- Separate documents by Job and Mail Code
- Initial each document handled
- Bundle or paperclip each pile of documents, put in tray, and put on belt

Admin

- Record start and finish times for each job, and number of pieces processed
- Record any special actions taken, Unable to Process (UTP), extra documents, tape
- Transfer data and complete daily timesheet