



Wingate University Mail and Central Supply Services Assistant Coordinator

Wingate is one of the fastest-growing independent universities in the state, serving more than 3,400 students on three campuses. We emphasize faith, knowledge, and a spirit of service in all our programs regardless of the field of study. At Wingate, we are committed to an inclusive and welcoming environment for working, learning, and living. As an equal employment opportunity employer, we respect each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Wingate's main campus is located on 540 acres of beautiful landscape and is only 25 minutes from the Charlotte metropolitan area. Learn more at www.wingate.edu

Position Title: Mail and Central Supply Services Assistant Coordinator

Position Location: Wingate Main Campus

Position Summary: The Mail and Central Supply Coordinator is responsible for supporting Mail and Central Supply Services. Developing positive relationships with internal and external entities, while ensuring a high level of customer support and satisfaction is critical to the role. A successful candidate will be self-starting, dependable, detail oriented, solution and customer focused with the ability to prioritize tasks, adapt to ever changing situations and circumstances, and be highly organized and agile.

Duties and Responsibilities:

- Supports the operation of university mail services, including student mail.
- Supports the operation of the university central supply system.
- Manages equipment, software and lease associated with mail services.
- Performs duties related to the shipping and receiving of materials.
- Develop relationships with vendors and contractors; serve as the liaison between the University and vendor / contractor.
- Supports/Supervises the Work Study Program to include the hiring, training, evaluations, and task management for all student workers.
- Identify operational inefficiencies in policies and procedures that include viable solutions; develop written protocol as needed.
- Uses all copier equipment, calculator, fax machine, postage meter and PC.
- Other job duties/responsibilities may be assigned.
- Reports to the Mail and Central Supply Services Coordinator..

Qualifications and Experience:

- Associates degree in Business, Operations, related field or equivalent work experience required; undergraduate degree preferred.
- Valid driver's license and acceptable driving record preferred.
- Ability to move items up to 30 pounds and be physically able to stand, walk, climb, squat, kneel, push, pull, twist, bend, lift and carry items.
- Some night and weekend hours may be necessary.
- Commitment to actively support and advance DEI initiatives.

To apply, please submit a letter of interest, resume, and contact information for 3 references to Human Resources at careers@wingate.edu. In the letter of interest, please address the opportunities this role has to support Wingate University's dedication to diversity, equity and inclusion.

Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status. We are currently seeking applicants with authorization to work in the United States.