

The American College of Physicians (ACP) is looking for a motivated and highly organized Digital Printing & Inventory Coordinator to join the Copy & Mail Center department. ACP, a national organization of internal medicine physicians with headquarters in Philadelphia, is the largest medical specialty organization and the second-largest physician group in the United States with more than 161,000 members worldwide. This is a full-time in-person position with 5 days in-office per week required.

The Digital Printing & Inventory Coordinator is responsible for digital printing operations, inventory management and fulfillment, and mail services for ACP. Responsibilities include but are not limited to:

- Provides distribution services required for shipping, receiving, and mail processing according to rules and regulations of various shipping and postal vendors.
- Receives, sorts, and delivers interdepartmental mail, and U.S. mail, etc. to appropriate destination. Performs twice-daily mail run, and delivers packages as directed.
- Receives incoming materials delivered by FedEx, UPS, couriers, and vendors, verifying quantities and recipients, ascertaining condition of deliveries, and noting damage or count discrepancies, and recording activity on appropriate logs.
- Acts as liaison with departments to resolve receiving problems and to maintain internal control and tracking forms.
- Oversees the receiving process of incoming shipments, verifying quantities and quality, and properly storing inventory in the warehouse. Utilizes inventory management software to accurately record stock levels, track product movements, and generate reports.
- Regularly checks inventory levels to identify low stock items and initiate reordering processes.
- Gathers information for creation of reports on volume, costs, and inventories, etc.
- Operates equipment to process copy/print jobs, making mechanical refinements when warranted to maintain consistent quality standards. Matches final product to the proof and obtains customer approval.
- Develops and/or applies varied finishing techniques and processes to create products such as tip pads, bound books, saddle-stitched booklets, and poster display boards.
- Performs various finishing and bindery operations in the completion of output product, utilizing multi-plate folder and computerized hydraulic paper cutter.
- Processes outgoing domestic and international mail to include sorting, weighing, and determining correct postage cost.
- Prepares parcels and pallets for outgoing shipment. Inputs shipment information on FedEx and UPS electronic systems.
- Keeps Copy Center equipment in excellent working condition to maximize production activity and quality output. Performs preventive maintenance and minor repairs, and coordinates service calls.
- Completes special fulfillment projects for support of off-site College meetings as required.

Qualifications:

- Bachelor's degree preferred with 1-2 years related experience, or High School diploma/higher vocational education with 3-5 years of experience in a mail/distribution/copy center environment.
- Operational knowledge of high-volume digital color and B&W printers and related production software.
- Good computer skills required including familiarity with Microsoft software (Word, Excel, Outlook, etc.).
- Basic knowledge of, or ability to learn, USPS rules including mail classification and pre-sort levels, operation of various mail processing equipment and mailing/shipping software.
- Ability to interpret and correctly apply a wide variety of postal rates, and shipping and receiving requirements.
- Ability to operate workflow job submission software to track time and materials usage.
- Understanding of billing procedures related to inventory management.
- Ability to generate and submit reports to finance and customer services for reconciliation purposes.
- Strong oral and written communication skills.
- Must have the ability to lift up to 50 pounds and operate a manual pallet fork truck.
- Must be able to work in a non-temperature-controlled environment at times.
- Mail Design Professional certificate and loading dock experience (Preferred).

ACP offers a competitive salary, superior benefits, and a supportive work environment. To learn more about working at ACP, visit https://www.acponline.org/working_at_acp/.

You can apply online by clicking this link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=e1a3ca25-0af1-4efc-b11d-2445dfc7bf1f&cclid=19000101_000001&jobId=513239&source=CC2&lang=en_US

ACP is an Equal Opportunity employer, and all qualified applicants will receive consideration for employment without regard to their age, race, color, religion, sex, gender identity, national origin, sexual orientation, protected veteran status, disability, or any other legally protected class.