



Mail and Supply Courier, part-time

Monday-Friday: 10:00am-2:00pm

First State Bank & Trust is a community bank with locations in northeast Kansas including Piper, Basehor, Tonganoxie, Lawrence, and Perry. We have a part-time job opening for a Mail and Supply Courier to make deliveries between our locations. Hours are Monday-Friday from 10:00am-2:00pm and there is potential for some flexibility with the shift hours each day. Candidates must have current driver's license, clean driving record and ability to lift up to 30 pounds.

SUMMARY

Acts as courier between Bank locations picking up and delivering documents, mail (external and internal), supplies, and other items as requested.

- Travels to pick-up and delivery sites using Bank provided vehicle.
- Picks up mail and delivers mail to and from Tonganoxie Post Office.
- Makes regularly scheduled pick-up and deliveries between Bank locations.
- Assists with daily mail sort and distribution of incoming mail.
- Operates machinery to prepare correspondence for mailing.
- Ensures that Bank vehicle is serviced according to schedule.
- Cleans Bank vehicle on a regular basis.

To apply e-mail your resume to kathy@firststateks.com or apply online at <https://www.firststateks.com/Careers>

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