

Position title: Shipping and Receiving Manager

This sevice manages all forms of incoming and outgoing mail and shipping for the SYDA Foundation, and incoming mail for long-term retreat participants.

Responsibilities include:

- Delivers mail to and picks up mail from the local Post Office
- Sorts and distributes business and personal mail
- Operates and maintains postage machines and meters
- Oversees shipping computer systems
- Processes shipping invoices

Qualifications include:

- Good computer skills, including Microsoft Outlook, Word, and Excel
- Able to operate fork lift (willing to obtain certificate)
- Able to operate postage machine
- Able to handle job pressure, working steadily, remaining level-headed, and meeting deadlines
- Good time management skills

If you are interested in this seva role, please contact the Gurukula office at Gurukula@syda.org for a more complete seva description and an application