



2222 West 110th Street • Cleveland, Ohio 44102-3512  
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*"Standing on the Promises of God"*

## 1st Shift Mail Sorter

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**Level:** Entry

**Shift:** Tuesday - Saturday, 5am - 1pm

**Job Location:** Corporate Headquarters - Cleveland, OH

**Position Type:** Full Time

**Pay:** \$11/hour base pay with bonus opportunities to make up to \$15/hour.

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### Immediate Hire! \$500.00 Sign on Bonus!

Midwest Direct is a local West Side Mail Service Provider.

At Midwest Direct, we do the right thing, the right way.

As a Mail Sorter, you can too!

We are actively searching for new team members who:

- Are passionate about client success.
- Enjoy collaborating with others.
- Strive to exceed expectations.
- Move boldly in the quest for superior and best in market solutions.

If this sounds like you, then you may be a great fit for Midwest Direct!

### Job Responsibilities/Requirements

- Assist the machine operator as instructed.
- Remove mail from the machine.
- Check for accuracy in bar codes and zip codes.
- Place mail in appropriate tray.
- Tag mail trays with the correct tag.
- Place the checked mail trays on a hand cart.
- Ability to stand for long periods of time.
- Attention to detail a must.

**Must be able to pass criminal background check and drug test.**

Benefits include paid vacation, attendance bonuses, medical, dental, and 401k plans.

Midwest Direct is proud to be an equal opportunity employer- and celebrate our employees' differences, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or Veteran status.



we **create and deliver** your print,  
mail + digital communications