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# Example of Courier Job Description

Our company is looking to fill the role of courier. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for courier

* Maintains coverage of the front desk/reception area
* Maintains a clean and professional lobby area, conference rooms, and break room
* Takes personal lines photos of properties as requested
* Completes special projects, clerical work, research, reports, excel spreadsheets, AMS assistance, as requested
* Handles deliveries and errands, mail (opening, sorting, and delivering), and lunches (pick up, set up, and clean up only)
* Restocks kitchen supplies in break room and office supplies around the office, including copier paper on a daily basis
* Completes requests for copies, binding proposals, and other document needs
* Empties recycling bins daily
* Notify plaza supervisor, or manager of any detrimental situation at ramps, equipment malfunction, building or equipment damage, vandals
* Daily Assignments

## Qualifications for courier

* Six months related experience (preferably with forklift)
* The ability to safely operate a motor vehicle (company provided) and sit for extended periods of time
* The ability to regularly walk, sit, stand, lift, and reach
* Execute courier route assignments maintaining specimen integrity in conjunction with NYS Health Department Regulations
* Partner with another member of the Business Courier Services team to provide delivery and pickup services while demonstrating exceptional customer service and relationship building in accordance with the Bank's service standards
* Resolve escalated customer concerns and issues promptly and effectively, keeping the Business Courier Supervisor / Manager abreast of challenges