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# Example of Mail Associate Job Description

Our company is hiring for a mail associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for mail associate

* QA all emails, ensuring content is accurate and links work
* Optimize results for email campaigns by testing subject lines, creative, copy
* Ensure high inbox deliverability rate for all email campaigns
* Be the expert on email best practices, technologies, trends, and CAN-SPAM laws
* Provide and implement recommendations for continual improvement of email campaign process
* Build new email templates and other email communication in response to and in anticipation of business needs
* Convert digital files to formats such PDF, TIFF, PostScript, XML, etc for import into document repository and management systems
* Index, store, retrieve electronic documents in a mass storage system
* Manage document storage system to meet customer’s archiving requirements
* Catalog electronic documents to media such as CDROM, disk, or tape and distributed as required

## Qualifications for mail associate

* A thorough understanding of Risk management, Control Self Assessments and Business Continuity Planning
* A minimum of two years General Services, Statement Print, Mail & Messenger operations experience and knowledge of best practices in this area
* High energy, self-driven, self-aware, accountable, and excellent at follow-up communication
* Interested in email marketing, the email creative process, and working with creative people
* Intermediate HTML and Photoshop skills required
* Passion for online shopping and the home a plus