Downloaded from <https://www.velvetjobs.com/job-descriptions/mail-associate>

# Example of Mail Associate Job Description

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

## Responsibilities for mail associate

* Work inside to assist with mail and package sorting and scanning
* Track and maintain records and logs of signature controlled mail items
* Reviews mail requests and attached document(s) to verify correct administrative required fee and justification for the requested transaction
* Identifies, compiles, sorts, organizes, and records appropriate data
* Sort mail according to destination and type
* Distribute and collect mail, and prepare packages for pickup by specialty delivery service
* Readdress undeliverable mail
* Documents status of complex search request into tracking system
* Stores documents in secured area, destroying as required
* Identifies and reports issues to supervisor for resolution

## Qualifications for mail associate

* Requires intermediate computer skills, specifically with Microsoft products (Excel, Word)
* Individual must be flexible and comfortable working through change and ambiguity in a highly dynamic environment
* Detail oriented with strong project and process management skills
* Minimum 2 years of consumer marketing experience
* Proven track record executing marketing campaigns in the consumer web apps, software, or ecommerce space
* Demonstrated track record of experimentation leveraging data insights to drive growth