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

# Example of Mail Room Job Description

Our company is hiring for a mail room. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for mail room

* Coordinates delivery as required via USPS, Federal Express, local couriers, to ensure that deadlines are met and that clients receive all items accurately and on schedule
* Maintains (orders and stocks) an adequate amount of supplies for production and distribution of all client related materials
* Answer and respond to any incoming calls/emails and verbal requests from the client/visitors
* Weekly check of all office supplies
* Manage the meeting room bookings ensuring the ultimate utilisation of each rooms and chasing up any no shows or repeat bookings
* Take initiative to improve services to clients, customers and guests
* Receive mail and courier items (some manual handling may be involved)
* Sort incoming and outgoing mail items
* Log all incoming special/recorded delivery items
* Distribute deliveries into relevant department pigeon

## Qualifications for mail room

* Manual dexterity, strength to lift up to 50 pounds
* The ability to concentrate on accuracy while machine is running
* Work schedules may vary based on business needs
* Able to lift packages up to 50 pounds to deliver paper
* Routine deadlines
* Some schedule flexibility when overtime hours are requested