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# Example of Mail Room Job Description

Our innovative and growing company is looking for a mail room. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for mail room

* Assist with the collection and delivery of mail items and booking couriers and special deliveries
* Carry out minor repairs of furniture, fixtures and fittings
* To monitor Service Desk activities ensuring that all incoming calls and emails are responded to, logged, followed through
* To actively monitor performance to ensure that customers are satisfied with the service they receive
* To give ideas on improvements and new developments for the service
* Produce and issue building passes for new staff
* Supervise/escort external contractors working on maintenance and installation jobs around the building
* Deliver stationery and order office supplies
* Manage and deliver incoming and outgoing mail, deliveries and courier items
* Assisting in managing the waste streams in line with landlord processes

## Qualifications for mail room

* May be required to lift and carry heavy boxes for short distances
* Overtime may be required in short notice
* Prepare all outgoing mail, parcels, overnights, and freight shipments
* Ensure basic office supplies are ordered in a timely manner and made available to all associates
* Ability to operate mail center equipment and general office equipment (computer, copier, fax)
* Follow safety and security procedures for all incoming mail and overnight items