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# Example of Mail Room Job Description

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

## Responsibilities for mail room

* Identifies any non-conformances with the Quality Management System (QMS) and reports to Team Leader
* Performs complex searches for documentation across multiple files sources, abstracting/entering data into the mailroom automation software as appropriate, to support the department's ability to quickly and accurately address mailroom requests
* Organizes and files documentation received from constituents including county, local and central office in accordance with established policies and procedures
* Utilizes mailroom automation systems to identify and produce records in response to mailroom requests
* Manages complex document searches for all records and documentation to support the department's ability to address mailroom requests
* Serves on special project teams as needed to correct past mail distribution issues
* Sorting and processing USPS and interoffice mail
* Provide finishing services such as binding, collating, laminating and scanning
* Assist departments with options for custom documents and presentations
* Coordinate employee seasonal discount vendor programs

## Qualifications for mail room

* This job description is not exclusive or exhaustive
* A valid drivers' license necessary
* Minimum 1 year of mailroom or document processing experience
* Minimum 2 -3 years of mailroom or document processing supervisor experience
* Prior mail room experience a plus
* Willingness to assume additional responsibilities, duties, or projects as they arise