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# Example of Mail Job Description

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

## Responsibilities for mail

* Sort all incoming US mail, campus, and interdepartmental mail
* Maintain the security of incoming and outgoing mail
* Process incoming US and special mail (i.e., UPS & Federal Express) in a timely manner
* Process interdepartmental and campus mailing in a timely manner to guarantee same-day pickup by mail vendor
* Maintain mailroom supply inventory and order supplies when needed
* Stay informed on USPS rules and regulation pertaining to the processing of outgoing mail
* Stay informed of institutional changes of staff and departmental locations
* Request training if unsure of certain procedures
* Promote UW Medicine Supply Chain Management organizational philosophy
* Load, unload vehicle as required

## Qualifications for mail

* Ability to lift 15lbs and occasionally up to 35lbs
* Comfortable under pressure working in a fast pace environment
* Pass a drug screening and background check
* Ability to lift and transport objects in excess of 50 lbs
* Perform administrative functions as directed or assigned
* Good organizational skills and the proven ability to set priorities and meet deadlines