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# Example of Mail Job Description

Our growing company is looking to fill the role of mail. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for mail

* Must work until all mail has been processed (clean desk)
* Organizing/Sorting materials to be delivered each day
* Picking up and delivering materials to the various departments/living areas and post office
* Performing duties assigned by the warehouse manager including warehouse chores
* All phase of mail handling
* Cleaning and caring for assigned vehicle
* Retrieve mail from the building mail center daily
* Sort and distribute Fed-Ex and regular mail as it is received
* Open, sort and secure new titles
* Organize license plates for transfer or recycle

## Qualifications for mail

* Understand standardized math processes, , count, addition and subtraction
* Prompt and dependable • Able to manage multiple tasks with attention to details • Comfortable working in a production environment and meeting deadlines • Work without constant supervision • Excellent verbal and written communication skills • Good organizational and PC skills • Type 35 wpm with 95% accuracy • Must be able to work a flexible work week and hours
* Maintain necessary records of registered, certified, express mail, and payments incidental to mailroom operations
* Must have a minimum of six months mailroom or related office experience, the use of various office and mail room related machines
* Able to demonstrate PC / Internet Skills (Intermediate) - Download and install files (fonts, drivers, ) from internet sites, open, complete and save/print internet forms , and perform mail merges
* Follow all safety rules, procedure manuals