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# Example of Mail Job Description

Our company is looking for a mail. 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

* To record all parcels and registered mail onto a mail database and email student customer to collect mail
* Transport mail from the US Postal Service facility to the college on a daily basis
* Sign for freight and multi-weight shipments
* Assist customers with overnight courier letters and packages by providing information regarding rates, regulations, and other information
* Assign or verify proper departmental budget codes for correct charges to departments for bulk mailings or other expenses
* Assist customers inquiring about mail services and deliveries, providing informed responses and ensuring prompt and courteous service
* Prepare postal reports as necessary
* Work with vendors to coordinate repair and maintenance of equipment in the postal sales and mail distribution facilities
* Serve as back-up and assist in receiving, sorting and distributing mail as needed
* May assist in the operation of a retail postal station to include selling stamps, preparing outgoing mail and packages, operating postage metering equipment, maintaining cash drawer, and other mail services

## Qualifications for mail

* Ability to consistently and reliably work an 8 hour shift
* Thorough knowledge, understanding and experience working with US Postal Regulations
* Skills to understand US Postal Regulations
* Communication skills to read and follow policies, instructions on hazardous materials shipping requirements and regulatory guidelines
* Writing and printing skills to annotate delivery receipts, shipping memos
* Understanding of and skill to perform basic mathematical calculations