Downloaded from <https://www.velvetjobs.com/job-descriptions/mailroom-assistant>

# Example of Mailroom Assistant Job Description

Our company is hiring for a mailroom assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for mailroom assistant

* Maintain four copy machines and stock the East Studio Building workroom with office supplies
* Shred confidential documents
* Process requisitions and review KFS payment requests for accuracy and provide all necessary documentation/justification for mailroom purchases
* Maintain accurate and organized files for all mailroom transactions, while working closely with Jacobs School of Music Business Office to ensure policy compliance in all areas
* Perform various miscellaneous mailroom tasks as needed
* Sorting and distributing mail, packages and freight
* Operating mailroom equipment such as folders/inserter and postage machines
* Receiving all incoming packages and entering them into the database
* Shipping all outgoing packages for courier using preferred services and distribution/pick up of internal mail/courier packages within O2 through daily mail runs preferred methods
* Loading and unloading freight /packages from receiving area

## Qualifications for mailroom assistant

* Familiarity with and comfortable using Microsoft Word applications
* At least one (1) year of previous records management or file room experience preferred
* Demonstrates a high level of organization and attention to details
* Orders new toner cartridges, boxes, packing supplies, paper
* Receives, opens, sorts and distributes incoming packages, mail and inter- agency mail to all PERS sections
* Maintains certified mail and priority shipments received log