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# Example of Mailroom Assistant Job Description

Our company is hiring for a mailroom assistant. 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 mailroom assistant

* Uses Excel, software and computer systems to track projects
* Duties include time stamping, sorting, and routing incoming mail
* Provide an efficient and friendly service for Receiving, sorting and the distribution of all incoming and outgoing mail and parcels for all internal and external mail routes, in excess of 2,000 per day
* Maintain high standards in a large basement warehouse facility with multi-functional uses
* Replenishment and upkeep of office supplies stationary and equipment
* Support the facilities team function when running large events, including moving and storing of equipment, furniture stock and signage
* Health & Safety adherence with Good Housekeeping practices
* Support with maintenance repair to furniture and equipment throughout the building
* Collating and barcoding invoices and scanning them into the AP system
* Collect, sort and deliver mail internally within the Duluth office

## Qualifications for mailroom assistant

* 2 - 4 years of directly related clerical or administrative support experience required
* Maintain stock of office supplies in established locations within the building, including backup stocks, mailroom consumable items, and express shipping supplies
* Ensure adequate stocks of paper, toner, developer, staples, are maintained at copier locations throughout the building
* Set up, or assist in set up, physical preparations for meetings, conferences, in conference and meeting rooms, as required
* Ability to lift boxes, weighing 10-20 pounds
* Demonstrated knowledge of, and some experience with basic office machines and equipment, such as mailing machines, calculators