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# Example of Mailroom Assistant Job Description

Our innovative and growing company is looking to fill the role of mailroom assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for mailroom assistant

* Binding, finishing and distributing of published materials
* Additional clerical work in support of the production operations
* Answer/ direct calls, greet and route visitors
* Create facility work orders
* Coordinate events and in-office staff celebrations
* Order supplies, create UPS labels
* Create and distribute orientation binders
* Collect all time-sheets from employees, track vacation time
* Notify the landlord of any special security card accesses, information for Work Permits, RAMS, Hot Works Permit, loading bay access and car bay requests
* Investigate and report any dishwasher, microwave and fridge faults

## Qualifications for mailroom assistant

* Open BRM and sort applications by client program – stamp each application with date of receipt
* Stamp each remittance return with date of receipt
* Log all categories of BRM as specified in mail room processing procedures
* Deliver applications and remittances to Data Entry and Finance teams
* Disposition remaining BRM as defined in mail room processing procedures
* Sort non- BRM (office mail) and deliver all to addressees