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# Example of Mailroom Clerk Job Description

Our company is hiring for a mailroom clerk. 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 clerk

* Inspects incoming United States Postal Service Post Office Mail (Letters, flats, ) for any suspicious articles
* Operates all electronic mail handling equipment
* Post Office Runs, Express Mail, Certified & Registered Mail
* The Messenger service will bring up the lunches, but if one or two single bags are delivered, they will call you to come pick them up
* Replace parts, fuser, drums, transfer belt and second bias transfer roll
* Presorted mail down based on zip code
* Cross train in other positions of Mail Operations as needed
* Distribute and collect mail throughout the different departments
* Scan, copy and bind documents as requested
* Operate a NPI mail sorting machine

## Qualifications for mailroom clerk

* Moving objects/equipment
* Physical work requirements
* Previous mail processing experience preferred
* Minimum 1 year previous mailroom experience
* Requires frequent standing and walking, pushing carts, some lifting of light to moderately heavy mail bins and packages
* Requires frequent bending/stooping, reaching, repetitive hand and foot movement