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# Example of Mailroom Clerk Job Description

Our innovative and growing company is searching for experienced candidates for the position of mailroom clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for mailroom clerk

* Follow procedures to run print jobs in proper order
* Load envelopes into the machine from mail trays
* Remove sorted envelopes from output bins and stacking them into mail trays by handfuls
* Stock copier rooms and pantries
* Escort vendors as necessary
* Provide general mail room duties and coverage as required
* Copy/Scan/Email documents
* Assist with payroll check distribution
* Provide support in picking and packing promotional material
* Assemble inventory kits and support periodical inventory count

## Qualifications for mailroom clerk

* Excellent human relations and customer services skills required
* Mobility to sort and distribute mail and packages
* Ability to bend or stoop repeatedly or continually overtime in processing bundles of materials for distribution or mailing
* Minimum of one year experience working in an office environment
* Sorts and distributes all incoming and outgoing mail & interoffice communications
* As assigned, runs errands and go on routine pick-ups