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# Example of Mailroom Supervisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of mailroom supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for mailroom supervisor

* Supervise Front Desk staff and ensure operation procedures are being followed as defined
* Uphold standards and procedures for mailroom operations, including security protocols, deliveries
* Negotiate mailroom equipment leases across all company locations
* Provide leadership and management for all administrative services personnel, including mail center, receptionist/switchboard and conference room scheduling/setup
* Responsible for interviewing, hiring, appraisal and discipline of all administrative services personnel
* Approve work schedules and time off requests for all administrative services personnel
* Meet daily as required with administrative services personnel for any updates and other information pertinent to operations and employee issues
* Maintain local vendor relations and report problems to Administrative Services Manager for follow-up
* Purchase office supplies for administrative services personnel within office supply policy
* Review and make recommendations for improvements in operations, equipment or customer requirements

## Qualifications for mailroom supervisor

* Ability to effectively communicate and collaborate with diverse personalities in all levels of management, outside vendors and clients, by maintaining objectivity and demonstrating maturity and a positive attitude
* Education requires a minimum of a High School diploma
* Three (3) years’ experience of mailroom and/or records center environment
* Supervises the operational work flow of the facility mailroom to ensure efficiencies and adherence to company standards
* Minimum of one (1) year related work experience in mailroom operations
* Supervise the day to day operations of the mailroom