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# Example of Postal Clerk Job Description

Our innovative and growing company is looking for a postal clerk. 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 postal clerk

* Be able to learn how to prep machines
* Must be able to read and understand the weekly schedule
* Must be willing to be cross-trained and move to other areas when needed
* Assure that the weekly and daily schedule is completed
* Assure that work practices are in the guidelines of OSHA standards
* Assure that all products are assembled to the highest standard of quality
* Schedule vacation so that department remains functional
* Able to lift up to 40lbs, stand for long periods of time, repeatedly bend and stoop, lift arms over head
* Every employee of Pinnacle regardless of job or role has a responsibility to security and processing integrity

## Qualifications for postal clerk

* Enter inventory items such as skid count, box count, and piece count into MIS
* Pull orders and prepare paper work from Print Copy Mail and Fulfillment for delivery to customers
* Deliver completed projects to US Post Offices
* Operate Forklift and retain forklift license
* Perform material handling activities such as carton and skid moving, re-boxing damaged parcels, taping parcels, skid wrapping skids
* Deliver outstanding customer service and utilize effective communication skills to understand and meet customer’s needs in a professional manner