



Example of Mail Services Job Description

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

Responsibilities for mail services

- Evaluate performance of staff for productivity, capability and technical expertise
- Ensure departmental procedures are properly documented for future references
- Participate in contract negotiations with software and file providers
- Review operating procedures for effectiveness and efficiency of data processing operations and recommend enhancements
- Research and process all undeliverable mail
- Accurately opens, verifies, and sorts large quantities of mail
- Pick up and deliver packages to different locations
- Perform Adhoc mail/messenger related duties as required on a day-to-day basis
- Directing daily workflow to ensure that all production and quality goals are met in an ever-changing, face paced production environment
- Analyzing call / performance statistics

Qualifications for mail services

- Tactful and diplomatic in dealing with users/clients/customers
- Minimum of a Class D valid driver's license
- Stage work for processing
- Broad knowledge of the Direct Mail industry including experience with NCOA, merge purge, list rental fulfillment, campaign promotions, USPS regulations and vendor software solutions

- Proven experience in driving initiatives to increase client satisfaction and/or develop new revenue sources