



Example of Mail Services Job Description

Powered by www.VelvetJobs.com

Our company is looking for a mail services. 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 mail services

- Directs all imaging, record maintenance and word processing activities
- Oversees all incoming and outgoing mail distribution, including the handling of packages and express mail sent and received through providers
- Evaluates, develops, implements and coordinates work flow procedures throughout the department to ensure efficient and effective service to customers
- Plans, develops and implements new methods and procedures designed to improve operations and customer service, increase efficiency, minimize operating costs and effect greater utilization of personnel
- Serves as word processing, imaging, records management and postal issues consultant to all levels of management
- Reviews and approves special assignments, projects and requests from various departments
- May Operate all department equipment, including the postage machine, weigh scale, Mail Management System, Signature Mail Tracking System, Perform daily maintenance
- Respond to inquiries in Remedy for Office Service Requests
- To receive and assist members of the public who visit the Police Headquarters and to deal with enquires, whilst undertaking general clerical and support duties relating to enquires
- To assist the Gloucestershire Constabulary staff in all front of house requirements

-
- Demonstrated ability to work with cross functional teams, dig deep into the details, and be able to communicate key metrics to senior management in a timely manner
 - This role may require shift work and flexibility in working hours
 - This role works in a noisy, dusty environment
 - Overtime may be required as determined by business needs
 - Must pass the enhanced security clearance process (RCMP background check)
 - Ability to handle fluctuating work volumes