



Example of Mail Services Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is hiring for a mail services. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for mail services

- This service covers all room bookings and catering requirements
- Manage and operate the daily operations
- Supervise team members in daily activities
- Ability to effectively communicate and maintain positive business relationships with company personnel, outside resources, and customers
- Operate the mail service in a cost effective manner
- PacTrac system administration
- Prepare the mail report to Management
- Continuous meet customer expectation
- To maintain a good working atmosphere
- Interface with International and Domestic Courier Representatives, internal customers

Qualifications for mail services

- Ability to lift items weighing 50 to 75 lbs
- Ability to work overtime with minimal notice when volumes dictate
- Limited vacation during peak seasons
- Ability to lift up to 50lbs repetitively throughout the day
- Customer service and cash management experience preferred
- Management of 11 direct reports/employees and 3 contractors