



# Example of Mail Services Job Description

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Our growing company is searching for experienced candidates for the position of mail services. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for mail services

- Prepares and meters company outgoing postal mail
- Ships, receives, and tracks express packages
- Logs and prepares sign-off sheets for certified, registered, and express mail
- Handles customer requests, questions, and problems
- Provides back-up support to copy center, as needed
- Assist in the operation of the campus services office
- Receive, manage, and track university mail
- Assists campus service coordinator in other activities as necessary
- Performs daily mail pickups from the US Post Office, sorts both US mail and intra-company mail (incoming and outgoing), directs it to appropriate destinations
- Operates various postal machines and meters to weigh mail and determine appropriate postage

## Qualifications for mail services

- Management of all services conducted through the loading dock, courier room and mailroom at OCS
- Maintaining a safe operating environment and developing safe work practices for staff and users of the loading docks, mailroom and courier room
- Control of the campus goods lifts, traffic flow management around the dock areas and control of the designated parking spaces in the loading dock areas
- Management of all WHS inductions for external contractors and vendors

- The thorough understanding of WHS / manual handling policies and loading dock management and management of these policies into direct process and procedures
- The knowledge of employee engagement initiatives and campus style management to provide services that support this vision via the mailroom counter services