



Example of Mail Services Job Description

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Our growing company is looking to fill the role of 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

- Delivery and unloading of merchandise involves operation of a motorized pallet jack, walk behind Hi-Low
- Maintains office supply inventories in the Mail/Receiving area all Core areas
- Scans boxes using X-ray equipment to watch for suspicious images that could indicate components of a bomb
- Handles sending and receiving of records from off-site storage company and delivers to departments
- 0-3 months of job training or experience to become proficient with all mailroom and receiving functions learning the location of team members and departments
- Excellent driving skills and good driving record
- Ability to complete work within defined daily and hourly deadlines
- Responsible for the company archive system
- The CSTS position may provide Team Lead back-up support in his/her absence
- Providing back-up coverage and/or support to any contracted site service or project as assigned (ex

Qualifications for mail services

- Demonstrated strong management / leadership skills and experience for a medium to large team

- Experience running a Pitney Bowes Postage Meter Machine DM1000 a plus
- Government organization that operates a world
- Wide enterprise network on a 24x7x365 basis
- Mail security solutions