# Example of Mailroom Assistant Job Description

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

## Responsibilities for mailroom assistant

- Supervision of the Muller Martini SLS2000 Mailroom inserters, equipment and personnel
- Knowledge of all equipment in Mailroom including
- Knowledge and enforcement of contract with union Mailroom office rules
- Accept mail and packages from USPS, FedEx, UPS, Laser Ship, DHL and all private delivery carriers
- Utilize customer service skills to answer questions including those regarding mail, packages, the residence halls, and the University as a whole, for parents, students, and other visitors, in person, via telephone, or any other means of communication
- Take initiative to start projects as necessary
- Filing, copying and faxing for multiple departments
- Maintain office facility
- Route calls appropriately
- Pushing the carts to the outside of the door where they will then be picked up by other people

## Qualifications for mailroom assistant

- Ability to work flexible part-time hours averaging 20-25 hours per week
- Knowledge of mail machines, postal regulations, and copiers
- Must have 1 year clerical or cash handling experience

- Sort various categories of Business Reply Mail – enrollment applications and remittances