



Example of Mailroom Clerk Job Description

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Our innovative and growing company is looking to fill the role of mailroom clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for mailroom clerk

- Batch all monies and run a 10 key tape
- Prep/Scan information into the Nautilus system
- Collect and distribute outgoing mail from all internal departments
- Other duties/projects may be assigned as needed
- Fulfill all material requests received through rep central, email, phone, fax, or other, and ship by cheapest method (Fed-ex ground, USPS, 3rd day Fed-ex, 2nd day Fed-ex, or 3rd day Fed-ex)
- File request sheets
- Ship all UPS/FED EX small packages for all the departments
- Update Fed-ex/UPS detail cost sheet in Excel daily
- Daily sorting and distributing of USPS, FedEx, UPS, Interoffice, Responsible for signing for and keeping a log of all incoming packages
- Close out Fed-ex at end of day and confirm that the Fed-ex driver has taken and signed for packages at that time and file paperwork

Qualifications for mailroom clerk

- Requires proficiency with Microsoft Windows and proficiency with Microsoft Office
- This position requires the ability to regularly lift and/or move up to 60 pounds
- General Knowledge of computer software (Microsoft Office applications)
- Posts all incoming certified and express mail the same day and prepares for

- Sets up conference rooms – tables, chairs as requested