



Example of Mailroom Supervisor Job Description

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Our company is hiring for a mailroom supervisor. 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 supervisor

- Ensuring service quality and efficiency goals are met within Property Services
- Efficiently managing and maintaining mailroom equipment and technology
- Supervise Mail / Office Associates and a Receptionist
- Travel to and from the mail house, post office and any other locations, as necessary
- You will provide training, necessary support and motivation to a team of associates performing daily mail processing functions
- Utilized as subject-matter-expert for domestic and international shipping, special projects
- The post holder will be professional at all times when dealing with clients and customers and be able to communicate with all levels of personnel
- Daily supervision of all functions, ensuring that all agreed service levels and service standards are met
- Daily supervision of staff, including monitoring of performance, absence and time keeping, ensuring timesheets are completed in a timely fashion
- Annual reviews with staff

Qualifications for mailroom supervisor

- Bachelor's degree or Associate of Arts degree is preferred, but not required
- Must have a valid Arizona Driver's license
- Must possess the mental capacity to read documents, solve problems,

- At least one year work experience reflecting a stable work history and good attendance record
- Two plus years shipping/receiving/inventory experience preferred
- Candidate must be diligent in checking the quality requirements prior to shipping