



is now hiring!

Mailroom Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$16.15 to \$18.70 hourly
Employment status: Contract / Temporary

Description

You could be the dynamic, self-motivated and organized Mailroom Assistant for this client working with Robert Half! Mailroom Assistants looking to work with a thriving company might be interested in this position where they will receive and sort mail and packages in a centralized room before distributing the items to appropriate departments and individuals. You will also be responsible for managing and maintaining physical and digital mail-sorting systems. Interested? Apply today! This short-term contract / temporary employment opportunity is based in the Washington, District of Columbia area.

What you get to do every day

- Redeem data within allotted time frames
- List, bundle, and/or distribute mail and packages
- Carry out clerical tasks like word processing, filing, scanning, archiving, and faxing
- Put mail processing equipment to use
- Within specified guidelines, order high volume of letters, memoranda, invoices, and other indexed documents
- Receive and sort all incoming mail and packages from various carriers
- Block assembly errors by maintaining an organized work station
- Support employees to complete diverse projects as necessary
- Foster optimal machine performance by troubleshooting simple problems (clearing jams, refilling toner, replacing machine oil, etc.)

Requirements

- Experience handling office equipment
- Ability to prioritize work and balance multiple projects and deadlines
- High school diploma or equivalent
- Well trained in mail processing at organizational level
- Able to manage time well
- Perform general clerical operations tasks that are routine and/or repetitive in nature
- Mailrooms experience
- Facilities Coordinator experience
- Deep understanding of customer service
- If you can demonstrate that you are flexible and focused, this position is for you
- 1+ years of prior experience working in a high-volume mailroom setting

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.
