

Mailroom Clerk

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: \$18.00 to \$20.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is assisting a client located in the South Metro who is interested in hiring a Mailroom Clerk. This is a long term contract opportunity and the shift is Monday-Friday, 8am-5pm. Mailroom Clerks are responsible for managing outgoing messages and packages, ensuring proper labeling and packaging for outgoing post and keeping detailed records of all incoming packages, including weight and dimensions, among other duties.

Job Responsibilities:

- Manage and sort mail/packages to ensure everything is forwarded to the correct department
- Use mail sorting machines, printers, copiers, etc. on a daily basis
- Ensure proper labeling and packaging for any outgoing mail
- Communicate with delivery services including FedEx
- Forward misdirected mail as needed
- Track inventory of mailroom supplies and place orders on a monthly basis

Requirements

- High school diploma or GED
- 1+ years of previous mailroom experience is preferred
- Basic computer proficiency
- Strong organizational and attention to detail skills
- Ability to work well in a fast-paced, independent environment
- Ability to stand for majority of the shift
- Lifting up to 30 lbs may be required

If you are interested in applying for this Mailroom Clerk position, please click the APPLY NOW button and contact our office today! Call 952-882-9919 and ask for Darcey Mickelson for more information. We look forward to hearing from you!

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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.