

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

Description

Robert Half is seeking candidates for a dynamic, self-motivated and organized Mailroom Assistant role with a client. Candidates who can receive and sort mail and packages in a centralized room before distributing the items to appropriate departments and individuals will be interested in this thriving company's Mailroom Assistant role. This position is also required to manage and maintain physical and digital mail-sorting systems. Submit an application now and learn more about this role! This short-term contract / temporary employment opportunity is based in the Cranberry, Pennsylvania area.

Responsibilities

- Buy high volume of letters, memoranda, invoices, and other indexed documents within specified guidelines
- Avoid assembly errors by maintaining an organized work station
- Hold up optimal machine performance by troubleshooting simple problems (clearing jams, refilling toner, replacing machine oil, etc.)
- Check in and sort all incoming mail and packages from various carriers
- Catalog, pile, and/or distribute mail and packages
- Manage clerical tasks like word processing, filing, scanning, archiving, and faxing
- Obtain data within allotted time frames
- Make use of mail processing equipment
- Aid employees with completing diverse projects as necessary

Requirements

- Accomplished in mail processing at organizational level
- Must have excellent time management skills
- Solid understanding of Sort Incoming Mail
- Knowledge of Distribute Incoming Mail
- Proficiency in mail distribution
- Dedication and requisite skills to meet critical business deadlines
- Carry through general clerical operations tasks that are routine and/or repetitive in nature
- 1+ years of prior experience working in a high-volume mailroom setting
- High school diploma or equivalent
- Qualified in handling office equipment
- The person in this position should be flexible and focused

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