

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: \$19.00 to \$22.00 hourly
Employment status: Contract / Temporary

Description

Apply today for this Mailroom Assistant role in the Redwood City, California area via Robert Half. We also need the person we hire to manage and maintain physical and digital mail-sorting systems. 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 short-term contract / temporary employment opportunity is based in the Redwood City, California area. Apply for this position today!

Key responsibilities

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

Requirements

- High school diploma or equivalent required
- The person in this position should be flexible and focused
- Exceptional time management skills preferred
- Full comprehension of mail processing at organizational level
- Comprehensive knowledge of Basic Grammar
- Content in handling general clerical operations tasks that are routine and/or repetitive in nature
- 1+ years of prior experience working in a high-volume mailroom setting
- Ability to prioritize work and balance multiple projects and deadlines
- Competent in handling office equipment

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Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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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.