Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 03/28/2024

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is now hiring!

94306

Palo Alto, CA, 94306

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: $19.95 to $23.10 hourly
Employment status: Contract / Temporary

Description

There is a current opening for a Mailroom Assistant in the Palo Alto, California area. In that instance, you might be the candidate we are searching for and encourage you to apply via Robert Half for this Mailroom Assistant position. Receiving and sorting mail and packages in a centralized room before distributing the items to appropriate departments and individuals is another part of this thriving company's Mailroom Assistant role. If you are qualified, you will also be responsible for managing and maintaining physical and digital mail-sorting systems. This long-term contract / temporary employment opportunity is based in the Palo Alto, California area.

What you get to do every day

- Purchase high volume of letters, memoranda, invoices, and other indexed documents within specified guidelines

- Make use of mail processing equipment

- Administer clerical tasks like word processing, filing, scanning, archiving, and faxing

- Avert assembly errors by maintaining an organized work station

- Support employees to complete diverse projects as necessary

- Release data within allotted time frames

- Ledger, cluster, and/or distribute mail and packages

- Obtain and sort all incoming mail and packages from various carriers

- Uphold optimal machine performance by troubleshooting simple problems (clearing jams, refilling toner, replacing machine oil, etc.)

Requirements

- High school diploma or equivalent required

- Mailrooms experience desired

- Deep understanding of Administrative Assistance

- Command of customer service

- 1+ years of prior experience working in a high-volume mailroom setting

- Demonstrated ability handling office equipment

- You will be among the top applicants if you are flexible and focused

- Must have excellent time management skills

- Comfort with general clerical operations tasks that are routine and/or repetitive in nature

- Dedication and requisite skills to meet critical business deadlines

- Accomplished in mail processing at organizational level

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