



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: \$13.78 to \$15.95 hourly Employment status: Temporary
Description	
<p>If you reside in the Charlotte, North Carolina area, you might be experience in for this Mailroom Assistant position. If so, apply today for this Mailroom Assistant role via OfficeTeam. 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. Managing and maintaining physical and digital mail-sorting systems also comes into this role. This long-term temporary employment opportunity is based in the Charlotte, North Carolina area.</p> <p>What you get to do every single day</p> <ul style="list-style-type: none">- Regain data within allotted time frames- Fend off assembly errors by maintaining an organized work station- Maintain optimal machine performance by troubleshooting simple problems (clearing jams, refilling toner, replacing machine oil, etc.)- Use mail processing equipment- Advise employees complete diverse projects as necessary- Attain high volume of letters, memoranda, invoices, and other indexed documents within specified guidelines- Manage clerical tasks like word processing, filing, scanning, archiving, and faxing- Check in and sort all incoming mail and packages from various carriers- Log in book, clump, and/or distribute mail and packages <p>This position is about 15 hours a week Monday to Friday in office</p>	
Requirements	
<ul style="list-style-type: none">- Mailrooms experience- Capable of handling office equipment- We'll consider you a good candidate for this position if you are flexible and focused- 1+ years of prior experience working in a high-volume mailroom setting- Skilled at time management- Perform general clerical operations tasks that are routine and/or repetitive in nature- Ability and willingness to meet business critical deadlines- High school diploma or equivalent- Competent in mail processing at organizational level	
<p>OfficeTeam, a Robert Half Company, matches professionals in the administrative field with remote or on-site jobs on a temporary and temporary-to-full-time basis. Whether you're a seasoned administrative pro or starting your career, we have options for you. Our experienced staffing professionals can promote you to employers and advocate on your behalf. We provide access to top jobs, competitive compensation and benefits, and free online training. For more opportunities, get the Robert Half app and receive instant notifications when our AI matches your skills and experience with jobs.</p> <p>When you work with us, you're working with the best. has been recognized as one of FORTUNE's "Most Admired Companies" every year since 1998 and was named to Forbes' inaugural list of America's Best Temporary Staffing Firms.</p> <p>Questions? Call your local office at 1.888.490.4154. 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.</p> <p>© 2020 OfficeTeam. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to Robert Half's Terms of Use (www.roberthalf.com/terms-of-use).</p>	
<p>Apply Here For Job Posting</p>	

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

This Job Posting will expire in 10 days.