
Mailroom Associate Resume

Job Objective

To secure Mailroom Associate position to help contribute to the growth of the organization.

Highlights of Qualifications:

- Hands-on experience in pick up, sorting, processing, and delivery of mails and couriers
 - Profound knowledge of telephone etiquette, data entry, and customer service
 - Operational knowledge of office computer, telephone system, and MS Office software
 - Familiarity with onsite and offsite mail delivery practices
 - Ability to maintain the confidentiality of all mailroom deliveries
 - Ability to calculate and charge correct postage costs for outgoing mailings
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Professional Experience:

Mailroom Associate
Novitex, Huntington, NY
August 2012 – Present

Responsibilities:

- Sorted, processed, and delivered all incoming and outgoing mails and packages to intended locations.
- Tracked and rerouted all undelivered mails, in a proper and timely manner.
- Operated and maintained postage meters and other related mailroom equipments.
- Ordered and maintained the stock level of all required office supplies.
- Updated and maintained mail database containing names and locations.
- Responded to incoming phone calls and interacted with walk-in visitors, professionally.

Mailroom Associate
Ricoh, Huntington, NY
May 2009 – July 2012

Responsibilities:

- Sorted and distributed mails, parcels, and other couriers, in a timely manner.
 - Computed accurate postage and created mailbags for all mail deliveries.
 - Used and maintained all assigned sorting machines and other standard office equipments.
 - Prepared and maintained accurate and complete mail logs and related reports.
 - Procured and maintained the inventory of mailroom supplies, as required.
 - Interpreted and complied with established work procedures and safety guidelines.
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Education:

Bachelor's Degree in Business
Bethany College, Scotts Valley, CA

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