

## Mailroom Clerk

**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 \$18.00 hourly  
**Employment status:** Contract / Temporary

### Description

A client working with Robert Half is seeking a dynamic, self-motivated and organized Mailroom Clerk. This thriving company requires its Mailroom Clerk to receive and sort mail and packages in a centralized room before distributing the items to appropriate departments and individuals. Act now and apply today! This short-term contract / temporary employment opportunity is based in the Reston, Virginia area.

Your responsibilities

- Obtain and sort all incoming mail and packages from various carriers
- Comfortable using mail processing equipment
- List, bundle, and/or distribute mail and packages
- Demonstrated ability handling office equipment
- Capable of handling general clerical operations tasks that are routine and/or repetitive in nature

### Requirements

- Mailrooms experience
- Knowledge of Facilities Coordinator
- Ability to lift boxes
- Full comprehension of mail processing at organizational level
- Skilled at time management
- You're sure to succeed in this position if you are flexible and focused
- 1+ years of prior experience working in a high-volume mailroom setting
- A minimum of a HS Diploma or equivalent

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