

The Mail Room in LaVale, MD is currently seeking a part-time employee.

Responsibilities include (but are not limited to)

- Courteous, positive interaction with customers
- Preparing shipping labels
- Utilizing programs such as Microsoft Office (Word, and Excel)
- Safely packaging a wide variety of items for delivery
- Using various office equipment (copier, fax, postage meter, etc.)
- Mail preparation - Bulk mail prep, sorting, metering, folding, addressing, etc.)
- Stocking boxes, paper, and merchandise
- Daily maintenance, vacuum and cleaning, the store at close

Requirements

- Strong customer service and computer skills
- Ability to multi-task and perform accurately in a fast paced environment
- Must be able to work independently
- MUST BE ABLE TO LIFT OVER 50 LBS
- Must have reliable transportation
- Must be prompt and on time to work
- Must have availability during our business hours M-F 9-6, Sat 9-3

No prior experience required. Training will be provided on site. This a part-time position with competitive hourly wages based on performance.

In order to apply for this position, please submit a resume by mail or email.

The Mail Room, Inc.
1313 National Hwy, Suite 7
LaVale, MD 21502

email: info@TheMailRoom.co (yes, it's .co not .com)

NO PHONE CALLS PLEASE