

## **Digital Mailroom Assistant**

**Reports to:** Digital Mailroom Manager

**Location:** 6-8 Vestry Street, London N1 7RE

**Contract:** 1 year fixed contract

**Hours:** 9am – 5pm, Mon – Fri

**Annual leave:** 25 days per annum (increasing to 28 days after successful completion of the probationary period.)

### **Job purpose**

The purpose of this role is to support the Digital Mailroom Manager and all staff by processing large quantities of mail and deliveries in an accurate and timely manner, ensuring a smooth running of the mailroom. Please note that this role is fully office based.

### **Main duties and responsibilities**

- Assisting the Digital Mailroom Manager with:
  - Opening, scanning and distributing large quantities of incoming mail
  - Processing large quantities of outgoing mail with the help of an in-house mail despatch system
  - Preparing packages for shipment and courier collections
  - Logging and distributing incoming deliveries and keeping the delivery area tidy at all times
  - Maintaining an accurate inventory of mailing and shipping materials
  - Preparing marketing packs for customers/clients, events and local representatives
- Reporting to the Line Manager weekly
- Any other additional duties appropriate to the post as requested by the Line Manager or Senior Management

### **Skills, Knowledge, Education & Experience**

- Self-motivated with a strong work ethic. In the Digital Mailroom Manager's absence, you are required to run the mailroom independently under minimal supervision.
- Ability to produce accurate work, follow instructions and meet deadlines
- Previous experience working in an office environment is desirable
- Good working knowledge of Microsoft Office, especially Word
- Excellent time management and punctuality
- Good communication skills
- Consistent and organised approach to work

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