



Title: Mailroom / Porterage Operator

Location: London

Salary: Competitive

Hours: Days

Job Ref: 5252

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Our London client requires a **Mailroom / Porterage Operator** to join their team on a temporary basis they are whilst moving offices. The ideal candidate will be an organised individual with **excellent communication skills** and **previous experience** in a similar role.

Candidate Responsibilities:

- **Sort incoming mail within the mail room**, despatch incoming mail to distribution points and collect from internal collection points
- **Post outgoing mail using franking machines**, national and international couriers
- **Complete porterage duties including the delivery of bulk items, meeting room set up and furniture relocation**
- **Oversee couriers in and out of the distribution centre** to meet agreed service level standards
- Inform clients of any delays or issues via telephone and email
- **Deliver any printing jobs from the Reprographics centre**
- **Supply paper to photocopiers** and fill up paper trays on a daily basis
- Keep mailroom clean and tidy at all times
- **Deliver stationery to all floors** within the building
- **Comply with all Health and Safety procedures**
- Any ad-hoc duties as and when required

Candidate Requirements:

- **Previous experience within a similar role**
- **Excellent customer service and communication skills**
- **Ability to work on own initiative** and as part of a team
- Confident and professional approach with a can-do attitude
- **Good IT knowledge**
- **Available for work immediately**

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