



Title: Temp Mailroom Operative
Location: London
Salary: Competitive
Hours: Various shifts between 07:00 – 19:00
Job Ref: 5262

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Our London client requires a **Mailroom Operative** to join their team on a temporary basis during the upcoming Christmas period. 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**, dispatch incoming mail to distribution points and collect from internal collection points
- Deliver items to internal clients, **providing a first class and professional courier service**
- **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**
- **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
- **Available for work immediately**

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