



Reprographics, Facilities,
IT & Business Support Staff

020 8303 2525 

Title: Temporary Mailroom Operative

Location: Uxbridge

Salary: Competitive

Hours: 15:00 – 23:00

Job Ref: 5255

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Our client in Uxbridge is seeking a **Mailroom Operative** to join their team on a temporary basis. The ideal candidate will have similar experience in this area and will be able to deliver an efficient service to the client.

Candidate Responsibilities:

- **Sorting and distributing all incoming and outgoing post**
- **Booking couriers**
- Daily **monitoring of stock** and consumable levels, ensuring the correct member of staff is informed if stock is low
- Carrying out **basic maintenance tasks** so that all print equipment is serviceable and operable during contracted hours
- Some processing, printing and photocopying requests may be made

Candidate Requirements:

- **Mail and archiving** experience
- Excellent communication skills
- Exceptional **customer service skills**
- Sound **working knowledge of printers** is not essential and would be an advantage

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