

Mail Room Operative

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Company: Mace Operate Limited

Location: Hatfield

Category: other-general

Mail Room Operative Ref: 29126 Hatfield, Hertfordshire, United Kingdom

The Opportunity:

We have a great opportunity for a Mail Room Operative to join our established and growing team based in Hatfield.

The Mail Room Operative will conduct the operation of the contract in a proactive manner to minimise difficulties with the building environmental systems.

They will ensure that good communication channels are utilised to keep both the client, line management and the company informed of relevant pertinent information.

Your responsibilities will include:

Receiving, x-raying and preparing of goods for internal distribution.

Collecting of goods from client locations as required.

Moving and installing furniture within the client buildings as part of a team as required.

Carrying out meeting room set ups when required.

Dealing effectively with suppliers and resolve all queries relating to delivery/stock discrepancies.

Providing general portering duties when required

Monitoring the MFD Uniflow system throughout the day.

Providing maintenance and consumable supplies of all photocopiers/scanner machines as required.

Following company waste disposal procedures.

Ensuring company property is adequately maintained and managed.

Ensuring that all work undertaken complies with current health and safety guidelines.

Communicating effectively with line manager, other staff and departments throughout the company.

Undertaking training and attend meetings as required by the company.

Actively contributing to the overall success of the post house operation.

Ensuring all stores are stored in appropriate manner.

Maintaining a tidy, clean and safe environment and ensure clear aisle space at all times.

Operating all equipment to the required company standards.

Accurately completing all necessary paperwork/administration in the line with company procedures.

Undertaking the tasks in accordance with BEFM quality assurance systems and to be fully compliant with the health and safety protocols as detailed in the manual.

Maintaining stationery stocks as required.

The ideal candidate will have the following:

Experience within a similar position.

Able to work as part of a team or as an individual in varying environments.

Excellent interpersonal, and communication skills both written and verbal, at all levels.

MS office skills.

Good organisation skills.

Ability to handle multiple tasks and projects and proven ability to be able to prioritise tasks as appropriate to meet deadlines.

Ability to be flexible, adaptable and pro-active to meet needs of the department.

Accurate in their work with good attention to detail.

Macro is an inclusive employer and welcomes interest from a diverse range of candidates.

Even if you feel you do not fulfil all of the criteria below, please apply as you may still be suitable for this role or another role within our organisation. Should you require any adjustments to assist during the application/hiring process please do make us aware.

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Cross References and Citations:

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