



Part-time Position – Mailroom Assistant

RTH Workforce Development Department
Roxbury Tenants of Harvard Association, Inc. (RTH)
Wage: \$16.50 per hour

Roxbury Tenants of Harvard (RTH) is seeking motivated and energetic persons 18 plus years old to assist Securitas with mailroom duties. Mailroom Assistants will work in the fast-paced Security mail center, providing security personnel assistance in the receiving, processing, storing and delivering of packages to residents. Hours are available Monday through Friday 3:00 pm to 7:00 pm and weekends. On the job training is provided.

Responsibilities

- Receiving packages from delivery personnel
- Verifying packages are for Mission Park residents
- Recording packages into Easy Lobby system
- Printing labels and storing the packages in the appropriate location within package room
- Delivering package notification notices as required
- Delivering packages as directed by the Security Shift supervisor

Qualifications

- Attention to detail
- Good communication skills
- Positive and welcoming attitude with good customer service skills
- Ability to work in a fast-paced environment
- Possess organizational, time management and problem-solving skills
- Basic computer and data entry skills
- Ability to lift up to 50 lbs. as required
- CPR/AED & First Aid certified within 6 months of hire

Interested parties should submit a completed employment application to:

RTH Workforce Development Department
RTH Resource Center
25 Mission Park Drive
Boston, MA 02115
Phone: (617) 232-4306 x 600

Employment applications are available in the RTH Resource Center or by contacting jlewis@roxburytenants.org