

Mail Carrier Job Description

- Delivers mail, parcels and packages to the right destination
- Maintains strict safety rules and regulations in their work
- Works with other employees to perform their duties accurately
- Stays alert and observes the surroundings to be aware of any suspicious activities or persons, therefore facilitating the normal delivery of mail and parcels
- Ensures that the route is clear before sending out a new delivery vehicle for a new route (e-mail)
- Works with the post office staff to conduct a smooth mail delivery, including: greeting all customers on the delivery route, collecting the mail and parcels from different points of business and residences, informing customers on delivery times and information they need to know about the services they get from their business and residential areas, and checking the proof of delivery (e-mail)
- Maintains strict safety rules for all other employees especially for those who support them on their job, such as sorting, delivering, receiving, stocking etc.
- Attends training and seminars on the latest or updated services provided by the post office to keep updated on new information about their job (e-mail)
- Records all activities related to the mail delivery or business operations of the post office in an organized manner and report to supervisors any abnormalities relevant to their work (email)
- Handles customer's complaints and provides feedbacks or suggestions for improvement (e-mail)
- Performs other related duties as assigned by supervisors.