



Mail Room Team Member

We currently have a fantastic opportunity for a highly motivated individual to join our Retail Services team as a Mail Room Team Member. This is a full time, permanent role based at our Store Support Office in Geelong. This is a great chance for an individual looking at starting out in developing their career within a large National Support Office.

We are looking for a highly energetic person who is keen to learn and take on a diverse range of roles and skills. You will work across the mailroom, print room and despatch as well as providing switchboard and reception assistance when required. You will be required to provide exceptional customer service to internal team members and external suppliers.

Responsibilities Include:

- Ensure all store courier queries are actioned and followed up.
- Ensure all mail correctly sorted/despached within specified time frames.
- Ensure store openings/closures are monitored and changes actioned so that mail runs are amended accordingly.
- Ensure print room jobs are completed within timeframes to meet company requirements, setting priorities when required.
- Provide advice, service and communication to all internal and external customers within company standards to ensure all requirements of the business are met.

To be successful in this role, you will be highly motivated team focused individual who can work well in a team environment. You will have excellent time management skills, attention to detail and be able to communicate effectively at all levels, furthermore recognise that great customer service is paramount in this role. Previous mailroom / print room experience is an advantage. Please note, this position will require repetitive actions and physical work involving lifting and/or standing for long periods.

To apply:

Please email your application to Target Recruitment, employment@target.com.au quoting: **Mailroom Team Member** as the subject.

CLOSE DATE: 6 February 2012

Target Values Diversity