**Mailroom Operator**

**Location: Wolverhampton**

**Contract type: FTC, Full time**

**Hours: Monday - Friday 7:00am - 4:00pm**

**Salary: £25’480 Per Annum**

**Job Advert:**

Are you detail-oriented, reliable, and seeking a Monday to Friday role with a great work-life balance? Restore is hiring a Mailroom Operative to manage confidential data. You'll prepare, check, and scan documents, ensuring they’re secure and accessible. This role involves precision with data entry and physical tasks like lifting and moving boxes.

As a Mailroom Operative you will manage confidential data by preparing, checking, and scanning documents with precision.. Candidates should be reliable, detail-oriented, and eager to contribute. Responsibilities include maintaining a safe work environment, achieving high-quality standards, participating in team meetings, training new members, and ensuring ISO compliance.

If you're reliable, detail-oriented, and looking to make a meaningful contribution to a dynamic team, we'd love to hear from you!

Key Responsibilities:

* Document Preparation: Prep documents for scanning.
* Quality Assurance: Check and index scanned documents, address issues.
* Scanning: Ensure quality images, maintain scanners.
* Date entry
* Booking In: Track and log documents, meet production targets.
* Ensure compliance with ISO standards and complete required training
* Maintain a safe, organized work environment.

Key Duties:

Booking In: Track and log documents, meet production targets.

Document Preparation: Prep documents for scanning.

Scanning: Ensure quality images, maintain scanners.

Quality Assurance: Check and index scanned documents, address issues.

About You:

A team player who can also work independently and follow processes

Enjoys learning new skills

Thrives in a fast-paced, active environment

Dependable and committed to delivering high-quality work

Possesses a keen eye for detail and takes pride in a job well done

What Restore Offer You:

Annual Leave: 20 days initially, increasing by 1 day per year of service (up to 25 days), plus bank holidays  
Life Assurance: Twice the annual salary  
Pension Scheme

Health and Wellbeing Benefits