



## **A Local Seattle Shipping Store is Seeking New Team Member**

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Seattle, Wash. ? The Mailbox Seattle, an established local pack and ship store in Seattle, WA, is now hiring a Shipping Customer Service Specialist. The position can be full or part-time to accommodate college students and is broken down into 8-hour, 6-hour, and 4-hour shifts. The workweek is scheduled to be Monday through Friday from 10:00 a.m. to 6:00 p.m. and on Saturday from 11:00 a.m. to 4:00 p.m. The business is offering \$20 - \$23 per hour along with additional benefits.

The Mailbox Seattle is the neighborhood's go-to store for mailbox rental, shipping for USPS, UPS, FedEx, and DHL, packaging, passport photos, notary service, key duplication, faxing, copying, and more. The main responsibility of the Shipping Customer Service Specialist is to assist customers with the aforementioned services with a positive attitude. The ideal candidate has strong communication skills they can utilize to both make customers feel welcome into the store, as well as promptly resolve any issues that may arise.

Additional duties include uploading and scanning mail and packages into the required online portals, general

administrative tasks including mailbox rental follow-ups and reporting, as well as general housekeeping of the business such as vacuuming.

While training for the previously mentioned responsibilities will be available, past retail and/or packing and shipping experience is a plus. It is important that the Shipping Customer Service Specialist maintain a clean and professional appearance, can thrive in a fast-paced work environment and have basic computer skills. Those with a high school degree and above are encouraged to apply online at their website.

For more information on the open position or the products and services offered at The Mailbox Seattle, give them a call at (206) 728-1228, visit them online at [mailboxseattle.com](http://mailboxseattle.com), or stop by in person at 300 Lenora St, Seattle, WA 98121.

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For more information about The Mailbox Seattle, contact the company here: The Mailbox Seattle Margaret Choi (206) 728-1228 [mailboxseattle@gmail.com](mailto:mailboxseattle@gmail.com) 300 Lenora St Seattle, WA 98121

## **The Mailbox Seattle**

*The Mailbox Seattle is the go-to resource for packing, shipping, printing, and business service needs of the residents and businesses of Seattle, WA.*

Website: <https://www.mailboxseattle.com/>

Email: [mailboxseattle@gmail.com](mailto:mailboxseattle@gmail.com)

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