

Messenger

SUMMARY:

Works under general supervision but according to established procedures and schedules; delivers and picks up mail, securities, legal documents, packages, and internal correspondence and documents from various organization facilities. Required to operate a motor vehicle. Maintains a regular schedule over an established route.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Travels to delivery site on foot or bicycle, motorcycle, automobile, or public conveyance.
- Keeps log of items received and delivered.
- Obtains receipts for articles delivered.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)