



**Louis S. Milo**  
President

**William Rose**  
Senior Vice President

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Managing Partner  
Senior Vice President

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Vice President

## **The Company**

Founded in 1988, we bring nearly three decades of experience navigating the complex municipal compliance path to deliver compressed construction schedules and accelerated occupancy for our clients. Our in-depth knowledge of the various municipal codes that govern construction projects, allows us to identify potential problems and execute the proper filing strategy to ensure project success.

Whether you're updating an existing space, building a new project from the ground up, or looking to pioneer new construction techniques, Milrose Consultants can help you find the most efficient and cost-effective path to project completion.

## **The Role**

### **Responsibilities:**

- Handle time-sensitive, confidential and urgent material and packages
  - Responsible for shipping, receiving, sorting and distribution of all mail
  - Lift large bundles of mail, overnight packages and shipments
  - Manage messenger service
  - Operating all mailroom equipment
- Ordering and maintain inventory of all offices supplies and upkeep of paper in copy machines
- Demonstrate flexibility in satisfying customer demands in a high volume, production environment
- Consistently adhere to business procedures and mailroom SOP's
- Maintain all logs and reporting documentation; attention to detail
- Maintaining kitchen and oversee organization and kitchen for cleanliness
- Participate in cross-training
- Maintain the highest levels of customer care while demonstrating a friendly and cooperative attitude
- Take direction from supervisor and or Senior Management
- All other projects as assigned



**Job Requirements:**

- Proficient data entry and computer skills
- Customer Service preferred
- Professional appearance and demeanor
- PC skills
- Excellent communication skills both verbal and written
- Ability to effectively work individually and in a team
- Competency in performing multiple functional tasks
- Ability to meet employer's attendance policy
- Lifting up to 50 pounds
- Willingness to cross-train for other job functions

Work Hours: Monday-Friday, 9:30 AM-6:00 PM

**Experience:**

- Mailroom: 2 – 5 years
- Education: High school or equivalent

Milrose offer a comprehensive and competitive benefits package which includes paid PTO and sick time.

Interested candidates should send resumes to [careers@milrose.com](mailto:careers@milrose.com)