



## Receptionist/Administrative Assistant

With over 1.4 million members, the American Federation of State, County and Municipal Employees (AFSCME) is the nation's largest public service labor union and a leader in the fight for social and economic change. AFSCME Maryland Council 3 represents nearly 45,000 public service workers in municipal, county, and state government as well as in school districts, higher education, and the private sector. AFSCME Maryland Council 3 members provide essential public services our communities rely on.

AFSCME Maryland Council 3 is hiring a **Receptionist/Administrative Assistant** to work in the Baltimore office Monday – Friday from 9am – 5pm.

### General Duties and Responsibilities

- Greet and welcome visitors to ensure they get the information or connection they need.
- Answer and direct phone calls to the appropriate person or department.
- Update contact information and other relevant information in the union's membership database, and scan and upload documents as needed.
- Review incoming mail, faxes, packages, and route to the appropriate people.
- Manage variety of online calendars, including booking space within the building and updating administrative hearings calendar.
- Establish and manage paper and online filing systems.
- Maintain office tidiness and appearance so that it is welcoming to staff and members.
- Maintain office supplies inventory and place orders when necessary.
- Provide administrative support to staff and members.

### What We are Looking For:

- At least 2 years of work experience in an office setting.
- High school diploma, or equivalent.
- Meticulous and well-organized.
- Proficiency with Microsoft Office suite.
- Ability to communicate accurately and clearly both orally and in writing.
- Excellent work attendance and professional work habits and demeanor.
- Proficiency with general office equipment such as copiers, scanners, and fax machines.
- Ability to lift up to 25lbs.
- Keen ability to build and maintain positive working relationships with others.
- Commitment to social justice and labor movement a plus.

The salary range for the Receptionist/Administrative Assistant is \$45,540-\$64,929. Benefits include fully paid comprehensive health insurance (medical, dental, prescription, and optical), 3 weeks paid vacation, 15 paid holidays, 12 sick days, pension, 401k, life insurance, and staff union. Women and people of color are strongly encouraged to apply.

This position is non-exempt and reports to the Office Administrator. To apply, email cover letter and resume to [recruiting@afscmemd.org](mailto:recruiting@afscmemd.org).