



Receptionist/Mailroom

Maryland State Education Association (MSEA)

Maryland State Education Association (MSEA) is the Maryland affiliate of the National Education Association (NEA). MSEA is a union and professional association headquartered in Annapolis, Maryland representing 75,000 educators and school employees working in Maryland's public schools. MSEA is dedicated to improving the teaching and learning experience; negotiating professional compensation and advocating for increased education funding and working conditions for public school employees; promoting academic achievement for all students; and protecting labor, civil and human rights for all.

JOB SUMMARY: The receptionist is responsible for greeting employees, guests, and visitors, answering the phone, and performing light administrative duties. This position is also responsible for the processing of outgoing and incoming mail and assists in the preparation of materials for various events.

RESPONSIBILITIES:

- Greet visitors in a prompt, courteous and professional manner.
- Operate multi-line telephone console.
- Maintain lobby electronic message board.
- Communicate messages to officers, staff, and members.
- Ensure the receptionist desk and nearby common area is kept neat and clean.
- Sort and distribute incoming mail.
- Collect, package, weigh, and post outgoing mail.
- Communicate with U.S. Postal Service, UPS, and other carriers to address processing issues and cost control.
- Track overnight and express mail.
- Assist in preparing and distributing materials for meetings and workshops.
- Provide assistance to other departments as needed with data entry, data verification, research, copying, and filing.
- Perform other duties as may be assigned.

QUALIFICATIONS:

- Minimum high school diploma or equivalent.



- Minimum one-year receptionist experience.
- Experience working in a mailroom preferred.
- Experience with Microsoft Office Suite and Outlook, including proficiency in Microsoft Word and Excel.
- Ability to operate multi-line telephone console.
- Ability to operate mailing system and associated software.
- Ability to operate and troubleshoot issues with commercial printers.
- Must be reliable and timely.
- Excellent communication and interpersonal skills.
- Strong customer service skills.
- Professional and courteous demeanor.
- Ability to acquire sufficient knowledge of association programs to provide timely and accurate responses and referrals to appropriate people.
- Ability to work as instructed or in accordance with established guidelines.
- Has a valid US driver's license that complies with the state of Maryland.

Compensation

Salary:	The salary for this position is from \$35,923 - \$44,758 and is linked to the FY 2023-2024 collective bargaining agreement pay scale.
Date of Employment:	As soon as possible
Submission deadline:	Open until filled
Email address:	careers@mseanea.org

Interested applicants should submit a resume, cover letter and employment application to the email address above. Applications can be downloaded from the MSEA website at marylandeducators.org. All applications must be typed.

MSEA is an EQUAL OPPORTUNITY EMPLOYER

MSEA is committed to the principle of equal employment opportunity for all employees with a work environment free of discrimination and harassment. All employment decisions at MSEA are based on business needs, job requirements, and individual qualifications without regard to race, color, religion or belief, national origin, sex, age, sexual orientation, gender identity, marital status, or disability.