



Position Announcement

Today's Date: **09/18/2017** Posting #: **8477**
Job title: **Office Assistant I**
FLSA/ Code/ Status: **Nonexempt / 1221 /CUB unrepresented**
Location: **100 West 23rd Street**
Salary Range: **\$23,900 - \$32,795**
Status: **Regular Full Time**

Position Overview:

The Mayor's Office of Employment Development Workforce Reception Center (WRC) serves Baltimore City residents seeking training and / or employment to achieve self-sufficiency. The WRC requires an Office Assistant I who has knowledge of general office practices, duties, and tasks.

Essential Responsibilities:

- Provides office clerical support to the WRC operation;
- Enter confidential customer data into State and/or City database systems;
- Contact customers and/or employers via phone and / or email to gather or provide required information
- Type letters, memorandums, reports, and other items using MS Office products ;
- Operate office equipment to include multi-use copier/ scanner and fax machines;
- Maintain and organize WRC files;
- Schedules appointments, assists in special events, and in meeting services (room set-up, making packets for distribution to attendees, etc.)
- Performs other duties as required

Key Attributes:

- Knowledge of existing office practices, procedures, and equipment.
- Ability to learn and use MOED and City designated software programs such as Fundware, e-time, MWE, ETO,
- Knowledge of business math and skilled in completing moderately complex math computations and tabulations
- General knowledge of business English, skilled in basic English spelling, punctuation, grammar
- Ability to communicate professionally orally and writing (emails, memos)
- Ability to meet and greet visitors in a professional business manner
- Ability to establish and maintain effective working relationships with co-workers and WRC customers
- Ability to plan, organize and execute routine assignments, and work independently.
- Ability to work as a member of a team to assure smooth operation of the WRC and/or completion of special projects.

Required Education & Experience:

- High School Diploma or GED.
- One year of office/clerical experience.
- Must be proficient in MS Office product, i.e Word, Excel, Outlook
- Or, any acceptable combination of education and experience.

Special Requirements:

- May occasionally be required to work outside of the normal business hours
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MOED Employees receive priority consideration for open positions and must apply within 5 business days. All other qualified applicants should submit an application and/or resume via email to: resumes@oedworks.com; fax to 410-396-8132 or via mail to MOED Human Resources Department, 417 E. Fayette Street, Suite 468, Baltimore, MD, 21202. Place **job title and posting number** in your application subject line.

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