



JOB POSTING – OFFICE SYSTEMS ADMINISTRATOR

The William W. Winpisinger Education and Technology Center has one (1) opening for a **full-time Office Systems Administrator**. Entry-level pay for this position is \$23.90/hour. This position provides a competitive benefits package, including health, dental, and vision insurance; a pension and 401(k); and paid vacation, sick, and holiday leave. The position is in a union-represented bargaining unit covered by a collective bargaining agreement.

Applicants must have expert knowledge and understanding of all aspects of office skills, be able to perform a variety of tasks concurrently, and be detail oriented. The candidate should be a motivated self-starter who takes initiative on their own to complete tasks. Excellent writing skills are a must. Applicants must be able to type a minimum of 50 words per minute and have an exceptional phone manner.

The candidate should have extensive experience in computer operations and must be proficient in word processing and using different software applications and platforms including but not limited to Microsoft Office Suites, (Outlook, Word, Excel, Publisher), Adobe Acrobat, and Google Drive.

Primary duties include processing class enrollments; booking and coordinating travel for participants; billing/monitoring unused airline tickets; processing Weekly Folder content and Driver/Baggage Reimbursements; switchboard; classroom set ups; making and receiving supply orders; taking and processing digital photos; printing and photocopying; distribution and shipping of classroom/educational materials; assisting staff, instructors, and union members; and other duties as assigned by the Director, Assistant Director, and Manager of Administrative Services.

Applicants will be required to take several work-related tests to determine if they meet the qualifications of the position.

Located in Hollywood, MD, St. Mary's County, the Winpisinger Center is the dedicated education facility for members of the International Association of Machinists and Aerospace Workers (IAM) labor union.

The IAM is an equal opportunity employer. It is our policy to provide equal opportunities in employment, promotion, wages, benefits and all other privileges, terms and conditions of employment to qualified persons without regard to race, religion, color, creed, ancestry, national origin, sex, orientation, gender identity, age, genetic information, veteran's status, or disability which does not interfere with the ability to perform the essential functions of an employee's job with or without reasonable accommodation.

Questions should be directed to Rhonda Hill at 301.373.8810 or rhill@iamaw.org.