



Employment Opportunity

City Union of Baltimore
Local #800, AFT, AFL-CIO

Administrative Secretary

Closing Date: February 21, 2020 is the last day to submit a resume

Under the direction of the president of the City Union of Baltimore Local #800, this is a full-time administrative position that assists the membership; staff; executive board and council; union affiliates. Works closely with the management of the Mayor and City Council of Baltimore and the Baltimore City Public School Systems.

The City Union of Baltimore is seeking a dynamic, passionate, self-motivated individual to join a fast paced and team-oriented environment as an Administrative Secretary.

Job Duties

- Greeting, assisting and directing visitors
- Answering phones
- Maintain operation of office equipment, preventive maintenance requirements, calling for repairs, maintaining equipment inventories
- Maintaining office supplies
- Handling sensitive and confidential information
- Schedule and arrange meetings, conference calls and social events
- Prepare for monthly Executive Board and Stewards Council Meetings
- Serves as Sick Bank Liaison
- Prepare membership mailings
- Complete other tasks as assigned, which may be complex and require anticipation of needs and circumstances.

Skills/Qualifications

- Ability to be extremely organized at all times while multitasking on competing priorities
- Good decision making skills and excellent communication with peers and supervisors
- Ability to work flexible schedules including some evenings and/or weekends
- Strong interpersonal, organizational, and time-management skills
- Good oral and written communication skills
- Ability to work independently
- Good “people” skills
- Excellent phone etiquette

Education:

- High School Diploma or GED.

Experience:

- Must have 5 years of experience providing administrative support.

Licenses, Registrations or Certificates

A valid Maryland Class C driver's license and reliable vehicle is required.

**To apply, submit resume to: City Union of Baltimore, AFT, AFL-CIO,
2117 N. Howard Street, Baltimore, Maryland 21218; Fax: 410.962.1495; or
Email: execvp@cub-aft.org**