

JOB ANNOUNCEMENT
FULL TIME EMPLOYEE – OFFICE ASSISTANT

The American Legion Auxiliary, Department of Maryland, seeks a full time (40 hrs. per week) Office Assistant to work in its Headquarters Office in Halethorpe/Arbutus, Maryland. The position offers up to 20 days of paid combined leave (sick/vacation) after a probation period and 10 paid holidays per year. Currently, office hours are 8:30 a.m. to 5:00 p.m., with ½ hour for lunch.

REQUIRED SKILLS:

Ability to work with others.

Ability to work independently.

A demonstrated knowledge of Microsoft Office applications.

Demonstrated experience in successfully dealing with the public by telephone, in face-to-face interactions and by written communication (including email).

Above average command of the English language including good grammar, editing and spelling skills. (Applicants may be requested to demonstrate during interview.)

Ability to organize tasks and office files.

Experience with various office machines; such as copying equipment, scanning, and facsimile equipment.

Ability to deal successfully with a wide range of age groups and cultural backgrounds, with discretion and tact.

DESIRABLE SKILLS:

Working knowledge of Quick Books.

SALARY RANGE:

Up to \$28,080/yearly; depending on experience and capabilities; plus a stipend in lieu of medical insurance.

Resumes must be **RECEIVED no later** than 5:00 p.m. on **Friday, October 11, 2019.**

- **By US Mail:** American Legion Auxiliary, Department of Maryland, 1589 Sulphur Spring Road, Suite 105, Baltimore, MD 21227; **ATTN: Personnel Committee**
- **By EMail:** HQ@alamd.org; **SUBJECT: Personnel Committee**
- **By FAX:** 410-242-9553; **ATTN: Personnel Committee**