



AMERICA'S UNIONS

GENERAL OFFICE CLERK/MACHINE OPERATOR II
SUPPORT SERVICES DEPARTMENT
WASHINGTON, DC [HEADQUARTERS]

Are you passionate about economic fairness and social justice? Do you want to improve the lives of working people and strengthen the labor movement? If you answered, “Yes!” then the AFL-CIO may be the right place for you. We are the largest federation of labor unions in the United States, and our team of dynamic professionals is dedicated to growing worker power and ensuring every working person has a voice on the job. When you work at the AFL-CIO, you’re more than just an individual employee—you’re helping to lead a movement with a proud history and a bright future ahead.

There is an opening for a General Office Clerk/Machine Operator II in the Support Services Department at the AFL-CIO.

Duties and Responsibilities

- Provides customer service in the production area;
- Examines outgoing mail received for proper packaging and labeling;
- Processes outgoing mail according to US Postal Services/UPS guidelines and procedures;
- Calculates and applies correct postage for domestic mail, international mail and the special mail services;
- Setup and operate postage meter machines;
- Operates automated equipment to assist in the management of mail (i.e. postage meter machines, Imager, Folder, Tabber, Inserter);
- Sorts, distributes and delivers incoming mail;
- Setup and operate small finishing equipment;
- Program and operate small to medium size copiers including a color copier;
- Perform minor mechanical repairs and supply replacements for all copiers;
- Receive and deliver incoming shipments at loading dock;
- Other duties as assigned.

Qualifications

- Ability to work in a high production, excellent quality, short critical deadline atmosphere;
- Demonstrated ability to meet critical deadlines;
- Demonstrated ability to communicate effectively;
- Excellent interpersonal skills;
- Excellent customer service skills;
- Demonstrated ability to work independently and as a team member;
- Some Knowledge of USPS rules and regulations;

- Ability to handle multiple tasks concurrently;
- Basic computer skills required including knowledge of Excel;
- Ability to navigate within email and web-based programs;
- Ability to stand for long periods of time;
- Ability to bend, lift and carry bulky and sometimes heavy items;
- Must be able to lift packages, trays and tubs of mail up to 40 lbs.

Starting hourly rate: \$25.86

Hours: 9:00 am – 5:00 PM

Required Clerical and Excel Testing

Apply here: <http://aflcio.hirecentric.com/jobs/>

Equal Opportunity Employer