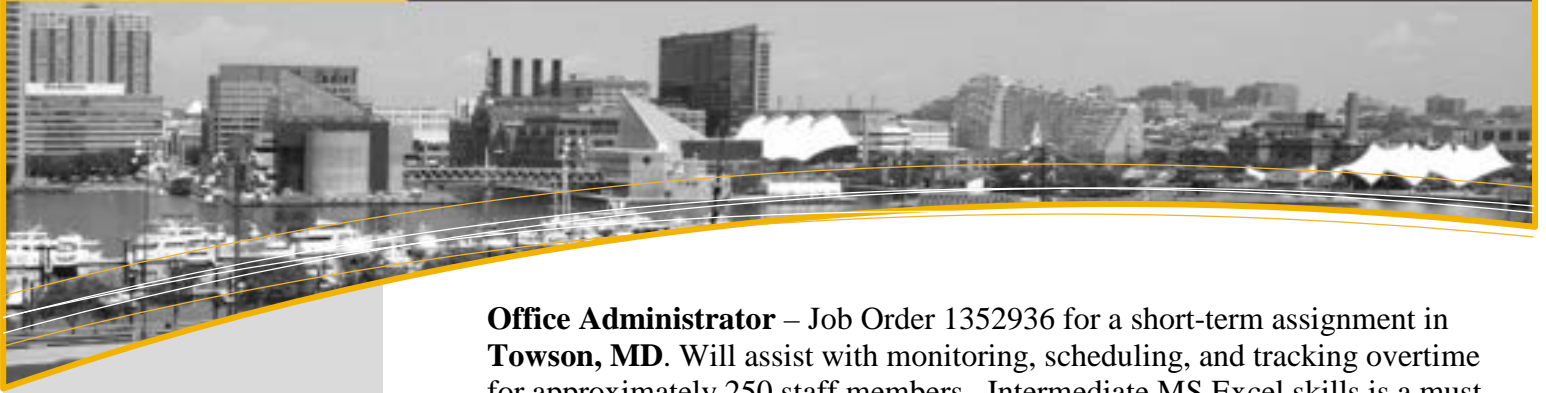


NOW

HIRING



Eastside One-Stop Career Center

3001 E. Madison St.
Baltimore, MD 21205
410-396-9030

Northwest One-Stop Career Center

Mondawmin Mall
2401 Liberty Heights Ave.
Baltimore, MD 21215
410-396-7873

Westside Youth Opportunity (YO Baltimore)

1510 W. Lafayette St.
(Gillmor St. entrance)
Baltimore, MD 21217
410-545-6953

Eastside Youth Opportunity (YO Baltimore) HEBCAC

1212 N. Wolfe St.
Baltimore, MD 21205
410-732-2661

Workforce Reception Center

(By referral only)

100 W. 23rd Street
Baltimore, MD 21218
Phone (410) 396-6580

Satellite Employment Centers

Bon Secours Community Works

26 N. Fulton Ave.
Baltimore, MD 21223
410-362-3629

GEDCO

5513 York Rd. (rear entrance)
Baltimore, MD 21212
410-532-7117

My Brother's Keeper

4207 Frederick Avenue
Baltimore, MD 21229
410-644-3194

Employment Connection Center

1410 Bush Street
Baltimore, MD 21230
410-396-1052

Office Administrator – Job Order 1352936 for a short-term assignment in **Towson, MD**. Will assist with monitoring, scheduling, and tracking overtime for approximately 250 staff members. Intermediate MS Excel skills is a must.

- Monitors, schedules and tracks overtime
 - Prepares and processes personnel related documents and forms.
 - Receives, investigates, and resolves inquiries, requests, and complaints.
 - Researches and secures information, both internal and external of the department, to respond to requests and to prepare various reports and correspondence that may be confidential in nature, involve technical subject matter, or require management signature.
 - Analyzes records requiring interpretation & application of guidelines and procedures.
 - Maintains calendar for management. Receives, screens, and prioritizes the handling of telephone calls and correspondence.
 - Generate a variety of documents, including memos, letters, reports, lists, tables, and graphs. Operates office machinery such as, microcomputers, photocopiers, fax machines, calculators, telephones, scanners, and printers.
 - May take verbatim notes. Performs other related duties as required.
-
- **Must have Intermediate MS Excel Skills**
 - **Must be proficient in MS Word and Outlook**
 - High school diploma or an appropriate equivalent, plus three years' typing, word processing, or secretarial experience. (Additional education may be substituted on a year-for-year basis for the required experience.
 - Knowledge of modern office practices & procedures, including filing systems.
 - Skill in performance of mathematical computations.
 - Ability to extract, summarize information to prepare correspondence and reports.
 - Ability to interpret, explain, follow County/ departmental rules & regulations.
 - Ability to take verbatim notes. Ability to communicate effectively.
 - Ability to establish deadlines, schedules, and guidelines for completion of projects.

To apply: E-mail: rworen@oedworks.com

Now Hiring is a service of the Mayor's Office of Employment, the Baltimore Workforce Development Board and multiple workforce partners



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