

OPEN POSITION

**Distribution and Mailroom Representative
Printing and Distribution Department**

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Distribution and Mailroom Representative in the Society's Pawtucket, RI facility. The person hired for this position is expected to perform duties associated with the fulfillment of all product orders and the processing of internal and external mail in accordance with AMS policies and procedures. Coordinate all activities associated with the preparation and processing of AMS mailings and participate in the inventory control process.

Come and be part of an extraordinary collection of talent who provide high quality service and printing products to the Society's members and customers.

RESPONSIBILITIES:

- Ensure that AMS mail is received and delivered promptly
- Ensure that outgoing mail is properly sealed, posted and transferred to the US Postal Service or other delivery service
- Transport and deliver product and mail between Pawtucket and Providence facilities. Distribute mail at the Providence facility
- Responsible for USPS postal and other mailing contractor's regulations
- Responsible for coordinating Public Awareness/Joint Mathematical Meeting and Sectional meetings shipments
- Coordinate activities associated with the preparation and processing of AMS mailings
- Order pulling, packaging and shipment. Restock warehouse shelving

QUALIFICATIONS:

- 2-3 years of mailroom experience
- Strong interpersonal skills
- Detail oriented and efficient
- Ability to work independently
- Ability to drive a fork truck/or learn
- Good record keeping skills
- Some computer skill and the ability to adapt to AMS systems
- Valid driver's license required

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED certificate

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to: https://workforcenow.adp.com/jobs/apply/posting.html?client=amsocie&jobId=40601&lang=en_US&source=CC3