AMS
AMERICAN MATHEMATICAL SOCIETY

201 Charles Street, Providence, RI 02904-2294
Phone: 401-455-4000, Fax: 401-331-3842
www.ams.org

Human Resources

OPEN POSITION

DISTRIBUTION/MAILROOM REPRESENTATIVE
Distribution Department

Perform all duties associated with the fulfillment of all product orders and the processing of internal and external mail. Perform all duties associated with the receipt and shipment of goods.

DUTIES AND RESPONSIBILITIES:

- Responsible for shipping, receiving, packing and shelving stock.
- Participate in inventory control, AMS mailings and shipping to all AMS meetings.
- Performing mailroom duties in the Providence and Pawtucket offices.

QUALIFICATIONS:

- Excellent physical condition
- Ability to lift/move heavy materials
- Must possess valid driver's license
- Must demonstrate ability to read and understand instructions, and pay close attention to detail
- Must possess ability to work with a minimum of supervision
- Must take be able to take initiative and follow through on all job assignments
- Must be able to work on a platform (above floor level) in the stack area of the warehouse

EDUCATION AND/OR EXPERIENCE:

- Shipping/receiving experience and mailroom and/or warehouse experience preferred.
- PC experience helpful.
- Experience using postal machines and other mailroom equipment preferred
- Knowledge of postal rates desirable

The AMS provides excellent benefits. Interested applicants should send resume and salary requirements to:

Human Resources – Position Code 0230.04
American Mathematical Society
201 Charles Street
Providence, RI 02904-2294
e-mail: resumes@ams.org

Posting Date: 03-07-08
Closing Date: 03-14-08

- Equal Opportunity Employer -