

Switchboard/Mailroom Associate

We are seeking an energetic, organized, and courteous individual to become our Switchboard/Mailroom associate.

The essential functions of this full-time position include but are not limited to the following: answering incoming calls and direct inquiries to the proper office; greeting all visitors; announcing them to the appropriate party and directing them to that area following proper security protocol; scheduling conference rooms for meetings and gatherings utilizing the computerized registration system, and processing mail and applying appropriate postage.

Required qualifications include: a high school diploma and at least three to five years general office experience in a service environment. Must have strong organizational skills and have knowledge and ability to utilize the various Microsoft Office programs.

For best consideration, please apply by June 6, 2025. Applications will be accepted until the position is filled. See links for full position profile and job application form below. Applicants must submit a cover letter, resume, references and a signed and completed job application form in one of two ways:

- 1) Email all materials to: hrinfo@eriercd.org . (Application form must be completed, signed, and scanned.)
- 2) Mail to HR, Attn: Switchboard/Mailroom search, 429 East Grandview Blvd., Erie, PA 16504