



THE JOINT INDUSTRY BOARD OF THE ELECTRICAL INDUSTRY

Posting Period: 3 days, 04/27/26-04/29/26
Title: Mail Dept. Assistant Supervisor
Schedule 'A' Rate of Pay: \$1,374.33
Grade: 8, OPEIU L 153
FLSA Status: Non-Exempt
Employer: Joint Industry Board of the Electrical Industry
Department: Mailroom Dept
Reports To: Mailroom Supervisor
Location: Flushing, NY 11365
Vacancy: 1

Summary:

The Joint Industry Board of the Electrical Industry (JIB) was established in 1943 by the International Brotherhood of Electrical Workers, Local Union No. 3 and employers affiliated with the National Electrical Contractors Association. Its mission is to promote harmony between employees and employers, administer benefits for members and their families and improve competitiveness through progressive management, education, training, and technology.

Job Description:

The Joint Industry Board of the Electrical Industry is seeking an experienced Assistant Supervisor to join our team. Reporting to the Supervisor, under general supervision, the Assistant Supervisor will be responsible for various duties but not limited to:

- Delivers and picks up documents, mail, messages, packages, and other items as directed to and/or from business establishments and/or private homes.
- Examines outgoing mail for appearance and seals envelopes.
- Stamps outgoing mail.
- Sorts mail according to destination.
- Distributes and collects mail.
- Folds letters or circulars and inserts in envelopes by hand or with a machine.
- Weighs mail to determine that postage is correct.
- Operates copier equipment to fill the requests of the copy area.
- Ensures the proper delivery of printed materials.
- Performs special projects, and additional duties and responsibilities as required.
- Adhere to internal control policies and procedures.
- May operate machines – folding, mail, copier, microfilm, etc.
- Take stock inventory and keep records on postage.
- Driving and making deposits at the bank.
- Sets up for all OSHA classes.
- Print books, etc. for all classes.
- Prepare mail for some departments for scanning and processing.
- Send faxes for various departments.
- Take stock inventory for all supplies, envelopes, and forms.
- Operates Xerox machine, folding machine, metered mail machine, and postal scale.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT.

We are an equal opportunity employer, and we value diversity.



THE JOINT INDUSTRY BOARD OF THE ELECTRICAL INDUSTRY

- Performs other duties and special assignments as assigned by your supervisor.

Supervisory Responsibility: This position has direct supervisory responsibilities and will be responsible for:

- In the absence of the Supervisor, manage staff in all different aspects of the Mail Room operation.
- Manage employees Time and Attendance on UKG in the absence of the Supervisor.
- In the absence of the Supervisor, attend required meetings and summarize discussion.
- Under direction will handle all aspects of Mail Department operation.
- Thorough knowledge of all areas of work within the department as well as their relationship to the overall operation.
- Performs the more difficult and complex duties with the department.
- Directs the communication with other departments.
- Has contact with members (in person or by telephone) and most correspondence.
- Report on absenteeism, lateness, and competence and enforce HR Policy.
- Assist with workflow automation and disaster recovery plan as needed.

Work Environment

This job operates in a professional mail room environment. This role routinely uses carts, stamp machine, scale, printer, scanner, phone, photocopiers, and fax.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands and talk or hear. The employee is frequently required to stand and walk. The employee is regularly required to reach with hands and arms. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time onsite 35 hours per week– Non-Exempt (OPEIU Local 153) position. Days and hours of work are Monday through Friday, 8:30AM-4:30PM (subject to change based on operational need)

Flexibility: Must be available to work overtime when necessary.

Travel: Required to JIB authorized sites and post office(s).

Required Experience, Skills, and Qualifications

- Experience Supervising staff and projects.
- Time management and working under pressure to meet deadlines.
- Multitasking skills required.
- Demonstrable experience using all equipment and machines used by JIB Mail Department.
- High school diploma or equivalent.

Required Experience, Skills, and Qualifications continued

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT.

We are an equal opportunity employer, and we value diversity.



THE JOINT INDUSTRY BOARD OF THE ELECTRICAL INDUSTRY

- Copier, mail meter and mail insertion equipment experience desirable, basic knowledge of office equipment helpful.
- Working knowledge of the geographic area and a good sense of direction.
- Ability to move heavy objects, such as boxes, equipment, etc., up to 50 pounds.
- Must maintain valid driver's license and clean driving record at all times.
- Individual is subject to perform job function in all weather conditions.
- Must able and available to drive to JIB locations and Post Office (multiple sites).

Other Duties/Special Projects

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

HIPAA Compliance Required

To Apply: Submit a copy of your resume and letter of interest to L153 Shop Steward and the same to JIBHR@jibei.com.

Distribution: L153 Employees Group Distribution and JIB Intranet – Will be Posted for Three Business Days.