

News Release 5/3/2023 - Administrative Assistant

The Maryland Retired School Personnel Association (MRSPA) is searching for a full-time highly skilled, organized, professional administrative assistant to work in our Odenton office. The ideal candidate is experienced in Microsoft Office suite, especially Access and Outlook. Attention to detail, courteous customer service and confidentiality are a must. Prioritizing and managing multiple projects simultaneously with follow through to successful completion is required. Working well with other staff and volunteers in a small, busy office is a must. A college degree is a plus.

MRSPA is a non-profit, member-advocacy association offering a good work-life balance, excellent benefits, and a competitive salary.

To read a complete job description check www.mrspa.org. Completed cover letter, resume, and 3 letters of reference from current and previous employers can be emailed to wtwigg@mrspa.org by September 30, 2023.