

# OFFICE SERVICES ASSISTANT

AOPA is the largest, most influential aviation association in the world. With the help of our hard-working employees, we have built a highly respected service organization based right here in Frederick County.

We are currently searching for an experienced office services assistant who values providing top-notch customer service to their customers. This position offers a variety of duties, including the daily operation of mailroom equipment; preparing and delivering mail and packages; conference room set up; maintaining and securing our warehouse; ordering supplies; managing inventories and small fulfillment of jobs.

To qualify you must be able to lift 60 lbs. and stand for long periods of time. Proof of valid and good driving record as well as superior customer service skills is required. Prior knowledge of mailroom/fulfillment operations helpful.

Professional environment, super employee benefits – and a convenient Frederick, Maryland, location – please visit AOPA's website today to learn more about this and other career opportunities: [www.aopa.org](http://www.aopa.org).

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AIRCRAFT OWNERS AND PILOTS ASSOCIATION

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