



## THE JOINT INDUSTRY BOARD OF THE ELECTRICAL INDUSTRY

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**Posting Period:** 3 days, 02/27/2026-03/03/2026  
**Title:** Switchboard/Scanning/File 'D'  
**Grade:** 2, OPEIU L 153  
**Schedule A Rate of Pay:** \$995.76 per week  
**FLSA Status:** Non-Exempt  
**Company:** Joint Industry Board of the Electrical Industry  
**Department:** Scanning  
**Reports to:** Scanning Supervisor & Assistant 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 a Switchboard/Scanning/File Associate 'D' to join our team. Reporting to the Supervisor, under close supervision, the Switchboard/Scanning/File Associate 'D' will be responsible for various duties, which will include scanning, reception work, and switchboard.

- Switchboard assignment as needed.
- Organize and prepare documents from various Departments for scanning and check for accuracy.
- Provide Relief Receptionist coverage as needed.
- Prepare payroll envelopes for distribution.
- Provide relief coverage for other departments as needed.
- Assist and cover Welcome Center.
- May perform other related clerical duties within the Department.

### **Work Environment**

We thrive to provide a supportive and collaborative environment. We are employee- focused emphasizing mutual respect a strong sense of community and a positive team culture. We offer a healthy work -life balances and a desirable work environment with a diverse workforce.

#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

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

**REV. 02.26.26**



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This job operates in a professional office -- customer service environment. This role routinely uses standard office equipment such as desktop computers, phone, headset, scanner, printer, keyboard, photocopiers, shredder, and fax.

### **Physical Demands**

Sedentary work environment with physical demands described are representative of those that must be met by an employee to successfully perform the functions of this job. This would require the ability to lift files, pull files/forms/books, stand, bending, shred documents, open/close filing cabinets as necessary.

### **Position Type/Expected Hours of Work**

This is a OPEIU Local 153 full-time onsite position 35 hours per week- Non-Exempt (OPEIU L. 153) position.

Monday through Friday 8:30AM-4:30PM, subject to change based on operation and coverage.

**Flexibility:** Must be able to work overtime when necessary.

### **Travel**

No travel is expected for this position.

### **Required Experience, Skills, and Qualifications**

- Ability to handle large call volume thru the switchboard.
- Notary Public Preferred.
- Provide accurate information and direct callers.
- Excellent communication skills.
- Flexible and willing to adapt with the needs of the Department and overtime if necessary.
- Ability to work professionally and cooperatively with others.
- Must be detail oriented and organized.
- Attendance and Punctuality.

### **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.

**Reasonable Accommodations Statement To** perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable *qualified* individuals with disabilities to perform the essential functions.

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