



memo:

** PLEASE POST **

TO: All PEF Offices
FROM: Human Resources
DATE: August 1, 2024
RE: USW Vacancy

In accordance with Article 23(A) of the PEF/USW Agreement, please be advised that the following vacancy may be applied for in writing:

Position: MBP – Sales Associate
Location: Membership Benefits – Albany, NY
Category: 5 (USW)
Salary: \$48,471.00 – Hiring Rate (minimum)
\$59,995.00 – Step 5 (maximum)
PEF retains the right to increase the starting salary based on experience.

Interested members of staff are invited to submit their resume in writing to:

Office of Human Resources
Public Employees Federation
1168-70 Troy-Schenectady Road
PO Box 12414
Albany, NY 12212-2414
or by e-mail to HR@PEF.org

Qualifications and job description are attached.

cc: Statewide Officers
Regional Coordinators
Trustees
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION

POSITION DESCRIPTION

Position Title: Sales Associate

Category: USW – Category 5

Department: Membership Benefits Program

Position Summary: Under the supervision of the Sales Executive, the Sales Associate responds to members' questions and complaints regarding sponsored programs and travel extensively throughout NYS promoting MBP programs.

Qualifications: Associates degree or combination of appropriate education and related experience in benefits administration, business, marketing, management, or a related field and some knowledge of public employee issues. The successful candidate must demonstrate excellent oral and written communication skills and ability to work independently. The candidate should also be familiar with Microsoft suites.

Key Functions:

1. * Travel extensively throughout NYS to make oral presentations to inform the PEF membership about MBP.
2. * Assist with telephone coverage, providing information concerning Membership Benefits related matters.
3. * Primary manager of the MBP mailbox responding to member concerns/issues.
4. * Provides back-up assistance to the Front-End functions.
5. * Assist with the coordination of membership meetings, information days, and health fairs at various worksite locations throughout NYS.
6. * Manages the ID card mailings and seat assignments for all theatre/sport events for members.
7. * Assists with the monitoring, logging, and replenishment of ticket inventory, ordering tickets, tracking orders, reviewing inventories for accuracy, and monitoring the processing of ticket orders.
8. * Ability to compose and prepare routine correspondence.
9. * Move, lift, arrange and package materials needed for inventory and workplace activities and visits.
10. * Perform other duties as assigned.
11. * Consistent and reliable attendance.

** Identifies essential functions of the job*