Position: DISTRICT OFFICE ADMINISTRATIVE ASSISTANT
Sacramento District Office

Group 2: $29.30 per hour (commensurate with experience) + benefits
40 hours a week

Job Description:

Operating Engineers Local Union No. 3 is seeking an organized, punctual, service oriented individual to support the Sacramento District Office. This position requires the ability to perform administrative and secretarial duties at a proficient level with an independent judgment.

The successful candidate must have served as either a high level or advanced Administrative Assistant to be considered, prior employment will be verified. Must have the capacity and motivation to master a steep learning curve; must be able to prioritize and complete extremely high workload timely, experience working with numbers and money; must be proficient in composing professional letters with good grammar and writing skills. Must be able to solve problems and produce a high quality work product. Must be able to take direction and follow structured procedures.

Required Skills, Abilities & Experience

- Must have at least five (5) years experience in Union or Office setting
- Strong organizational skills
- High level of multi tasking
- Excellent people skills
- Good work history / attendance record
- Exceptional proofreading skills
- Strong written & verbal interpersonal skills
- Intermediate to advanced MS Outlook, Word & Excel experience
- Typing 50-60 wpm
- Occasionally backs up the Dispatcher as needed

We are an EOE M/V/F/D employer.

Please submit cover letter and resume to: tmendes@oe3.org fax: (916) 419-3491 or mail: OE3, 3920 Lennane Drive, Sacramento CA 95834, attn: Toni Mendes. Submissions must be received by: 5:00 pm on Friday, March 20, 2020.