

# **JOB OPENING NOTICE**

**Position:** **Administrative Assistant**  
**Sacramento Headquarters**  
\$31.32 per hour + benefits; Full-time  
*(M-F), 40 hours a week*

## **Overview:**

The Heavy and Highway Fund of Operating Engineers Local Union No. 3 is seeking an organized, punctual, service-oriented individual to support the Heavy and Highway Labor Compliance Program. Under the general supervision of the Executive Director of Compliance, the Administrative Assistant is responsible for carrying out support staff duties in the interest of the organization's mission of ensuring compliance with all applicable state and federal labor laws governing the construction industry. This position involves performing administrative and clerical duties requiring initiative and discretion.

## **Job Requirements:**

- Associate's degree or equivalent work experience.
- At least three years of experience in an administrative support role.
- Must possess intermediate to advanced computer literacy skills (proficiency in Microsoft Office Suites, Outlook, Adobe Acrobat, etc.).
- Previous industry experience working with unions, labor laws, and/or construction preferred (but not required).

## **Essential Functions:**

- Research contractor and project information including, but not limited to, contractor state licenses and electronic certified payroll records
- Format, print, copy, scan, and bind documents including cover letters and corresponding documents
- Deliver complaints, letters, and other documents electronically and/or by mail on behalf of compliance staff
- Plan and coordinate conferences and travel arrangements when warranted
- Prepare and maintain spreadsheets, reports, and other correspondence
- Collect, enter, and track data in internal database
- Manage and respond to general email and telephonic inquiries
- Develop and maintain electronic and physical filing systems
- Order office supplies as necessary
- Process all incoming and outgoing mail
- Other related duties as assigned

## Competencies:

- Excellent work ethic
- Strong organizational skills
- Attention to detail and accuracy
- Ability to work both independently with minimum supervision and as part of a team
- Professional in attitude, appearance, and presentation
- Ability to multi-task and prioritize work
- Dependable
- Punctual

Please express your interest in this position by submitting a resume and a cover letter to [dmorsi@hhlcp.org](mailto:dmorsi@hhlcp.org). Submissions must be received no later than 5pm on April 23<sup>rd</sup>, 2021.

*The Heavy and Highway Fund provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*