



TECHNICAL ENGINEERS

A P P R E N T I C E S H I P

Position: Administrative Support Staff Assistant-Alameda Head Quarters

We are searching for a detail-oriented and organized individual to support our training program team. The ideal candidate will be able to multi-task and enjoy working in a dynamic and extremely fast-paced environment. This position will assist Operating Engineers Local Union No. 3 Land Surveyors and Construction Inspector Apprentice and Journeymen Apprenticeship Training Program for the Northern forty-six (46) Bay Area Counties.

Major Responsibilities include but are not limited to:

- Database and calendar maintenance;
- Track and enter monthly apprenticeship timecards;
- Apprentice and journeyman tracking;
- Recordkeeping, reports, and correspondence;
- Clear communication with all associates;
- Answer the main office phone line and handle general questions;
- Greet visitors and manage mail/deliveries;
- Projects as assigned.

Minimum Qualifications:

- Bachelor's Degree desirable; however, not required;
- Must be proficient in MS Excel and Word, with basic Access knowledge;
- Excellent communication skills;
- Ability to work individually and as a team member;
- Proficiency when meeting multiple deadlines;
- Be able to process information quickly and accurately;
- Demonstrate considerable patience, diplomacy, and confidentiality to safeguard data and information.

An Equal Opportunity/Affirmative Action Employer:

- All qualified candidates will be considered for employment.
- Job Type: Full-time, Monday thru Friday 8 AM – 5 PM, occasional Saturdays.

Knowledge of union trade apprenticeship will be helpful for the considered applicant.

“We are an equal opportunity employer and value diversity”

DEADLINE: September 19, 2021 @ 5:00 PM

Please send cover letter and resume to the following email address: hr@teapprenticeship.org
To learn more about the company, visit our website: www.teapprenticeship.org

SURVEYORS  INSPECTORS

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