

JOB OPENING NOTICE

Position: EXECUTIVE ADMINISTRATIVE ASSISTANT
Concord Headquarters
\$36.50 per hour
40 hours a week

Job Description:

Operating Engineers Local Union No. 3 in Concord, is seeking an organized, punctual, service-oriented individual to support the Executive Officers of Local 3. This position involves performing high-level administrative and secretarial duties requiring independent judgment, initiative and discretion. The ability to work under pressure and to prioritize multiple tasks is a must. This individual may have complete responsibility of the office or department, secretarial work or bookkeeping procedures. Capable of performing duties of executive officers, representatives and/or administrators in their absence, within limitations, excluding matters of interpretations and decisions normally made by executive personnel; accountable for a wide variety of situations and responsibilities; handles matters of a confidential nature.

The successful candidate must have served as an Executive Administrative Assistant to be considered for the position. Prior employment will be verified. Must have the capacity and motivation to master a steep learning curve; must be capable of meeting deadlines, solving problems and producing a high quality work product. Confidentiality, due to the sensitive nature of the work performed, is required.

Skills required:

Excellent people skills
Good work history/attendance record
Excellent writing and proofreading skills
MS Outlook, Word, & Excel
Typing 50-60 wpm

Excellent union benefits including medical, dental and vision.
This position is covered by the OPEIU 29 Collective Bargaining Agreement.
EEO employer

Please submit resume and cover letter to jmciver@oe3.org
Submissions must be received by 5:00pm on Tuesday, March 21, 2023.

TW:jmc
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executive administrative assistant - officers 03_23.doc