

JOB OPENING NOTICE

Position:

ADMINISTRATIVE ASSISTANT II
Contracts Department - Concord Headquarters
\$34.92 per hour
40 hours a week

Job Description:

In addition to work performed by administrative Assistant 1 in Group 3, the Administrative Assistant II will provide secretarial and administrative support to the Contracts Department. This role requires initiative and an aptitude for problem solving. The candidate must be able to handle a variety of special projects and assignments and must possess good communication, writing, proofreading and keyboarding skills. Must have experience with Word, Excel (spreadsheets and reports), and Outlook programs. Must be able to perform work with accuracy and minimal supervision after procedures are established. The person in this role processes mail and initiates correspondence as needed or directed. Prepares special reports, charts or memoranda and may make deposits and write or type receipts. Processes various applications and contracts, coordinating with District Personnel, Trust Fund, Employers, Members and the Union in maintaining current information. Responsible for ordering office supplies and performs general office work and clerical duties; Processes Key Man Agreements and contracts; prepares special reports or memoranda; schedules appointments and maintains department calendar. Requires independent judgement, knowledge of office practices, policy and organization. May be assigned one or more specific job duties in addition to the above. Must be a highly motivated person with a positive attitude, who can work in a busy office and is comfortable answering phones, routing calls, taking accurate messages, filing, and photocopying.

Pursuant to the OPEIU Local 29 contract, we will first consider applications from current employees, then applications from OPEIU 29 referrals, then from other sources.

Excellent union benefits including medical and pension.

EEO employer

Please submit resume and cover letter to twilliams@oe3.org by **5:00 p.m. on Friday, May 26, 2023.**

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