

# JOB OPENING NOTICE

**Position: DISTRICT OFFICE ADMINISTRATIVE ASSISTANT  
Morgan Hill District Office**

**\$34.12 per hour  
+ benefits  
40 hours a week – M-F**

## **Job Description:**

Operating Engineers Local Union No. 3 is seeking an organized, punctual, service oriented individual to support the Morgan Hill 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
- Occasionally backs up the Dispatcher as needed
- Typing 50-60 wpm

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

**Please submit cover letter and resume to: [twilliams@oe3.org](mailto:twilliams@oe3.org). Submissions must be received by: 5:00 pm on Monday, May 29, 2023.**

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