

# JOB OPENING NOTICE

**Position: DISTRICT OFFICE ADMINISTRATIVE ASSISTANT  
Burlingame District Office**

**\$36.37 Per Hour + Benefits  
40 hours a week – M-F**

## **Job Description:**

Operating Engineers Local Union No. 3 seeks an organized, punctual, service-oriented individual to support the Burlingame District Office. This position requires the ability to perform administrative and secretarial duties proficiently using independent judgment.

The successful candidate **must have served as 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 workloads on time**, must have 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 of experience in a union office setting
- Strong organizational skills
- High level of multitasking
- 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

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

Excellent union benefits, including medical, dental, and pension. EOE M/V/F/D employer

**Please submit a cover letter and resume to: [jobs@oe3.org](mailto:jobs@oe3.org). Submissions must be received by: 5:00 pm on Monday, March 16, 2026.**

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