

JOB OPENING NOTICE

Position: **ADMINISTRATIVE ASSISTANT/CLERK**
Contracts Department - Concord Headquarters
\$38.82 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 Contracts Department of Local 3. This position is responsible for maintaining contract files, reviewing incoming agreements to ensure accuracy in processing, processing mail and initiating correspondence, processing key employee agreements, coordinating with district personnel, trust fund, employers, and other union offices. Responsible for performing general office work and clerical duties. May handle matters of a confidential nature.

The successful candidate must have a minimum of 5 years' experience as an Administrative Assistant to be considered for the position. Prior employment will be verified. This position requires the ability to perform administrative duties with accuracy and minimal supervision. Must have the capacity and motivation to master a steep learning curve. Must be able to prioritize multiple tasks and complete an extremely high workload while meeting deadlines, solving problems, and producing a high-quality work product. Must be a team player.

Skills required:

High level of multitasking

Intermediate to advanced MS Outlook, Word & Excel experience

Adobe Acrobat experience preferred

Good work history/attendance record

Strong writing and proofreading skills

Typing 50 wpm

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 jobs@oe3.org by **5:00 p.m. on Wednesday, July 22, 2026.**

TW:tw

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