

JOB DESCRIPTION

The Administrative Assistant performs in a Union environment and reports to the President / Secretary-Treasurer. They work alongside other Business Representatives and Administrative Assistants. A broad knowledge and experience in office work, including a strong emphasis on member service is required. Must be skilled in communication, organization, and managing multiple tasks at once.

This position will function differently from the other Administrative Assistants in the office as follows. Three days per week, the Employee will work with the Bricklayers & Allied Craftworkers. Two days per week, the Employee will report to the Director of the International Masonry Institute (IMI), located in the same office. Duties at IMI will be similar to those listed below, consisting mainly of scheduling and managing seminars with local firms. The position titles and compensation are the same. The Employee will be employed by the Bricklayers & Allied Craftworkers directly and paid by this employer. The Employee must be willing and able to track and manage tasks for both entities.

RESPONSIBILITIES

The core functions in this job are general administrative duties including, but not limited to:

- Managing member payments, applications and accounts
- Maintaining accurate and organized records
- Providing quality service to members and applicants
- Correspondence with members, contractors, etc.
- Coordination with the Apprenticeship Training Center
- Compiling and tracking data
- Bookkeeping (QuickBooks) and financial reporting
- Project/program management as directed
- Website design and maintenance
- Document creation and editing
- Ordering and managing supplies
- Scheduling and coordinating meeting functions as directed
- Assisting with payroll
- Assisting with planning budgets and other projects as necessary
- Fulfilling reporting requirements to the IRS, Pension Funds, DLI, and other interested entities

Training will be provided by staff as necessary.

QUALIFICATIONS

- Proficient in Microsoft Office (required)
- Effective written and verbal communication; strong organization skills; ability to problem solve and work both independently as well as with a team (required)

- Ability to handle multiple projects at once and meet deadlines (required)
- Knowledge of basic math and computing (required)
- At least a 2-year degree or two years related administrative experience (preferred)
- Comfortable with technology and basic troubleshooting (preferred)
- Willingness to learn new software (e.g. InDesign, Hubspot, Adobe) (preferred)
- Experience with QuickBooks (preferred)
- Ability to speak Spanish (preferred)

BENEFITS & PAY

- This is a full-time position of 35 hours per week
- Starting pay is \$26.61 per hour
- All Administrative Assistants will be signed up with OPEIU #12 and have all benefits of that union contract
- Paid holidays and time off as stated in the union contract
- Healthcare, dental, and vision provided
- Employer-paid parking in a gated lot OR employer-paid public transit pass

TO APPLY:

Submit your cover letter and resume to Doug Schroeder at dschroeder@bac1mn-nd.org