

Administrative Assistant

Are you ready to be part of our team?

Date: 09/08/2021

WHO WE ARE: Are you someone who is passionate about technical education? Do you want to work for a multi-million-dollar educational organization that helps provide technical training to people so they can secure quality employment with great benefits in the construction trades? If so, we might be a great fit for you! Local 49 is a labor union made up of approximately 14,000 members in Minnesota, North and South Dakota. We work with our signatory contractors in the construction industry to provide them with the best trained, professional heavy equipment operators. This position would be based at our self-funded, state-of-the-art training facility: a place where our members can work throughout the year learning heavy equipment operating and safety skills.

JOB DESCRIPTION: The Administrative Assistant will perform clerical and administrative tasks to help the Crane and CDL departments operate in a smooth and professional manner. The person in this position must be adept and forward thinking, able to organize documents, maintain calendars, and work with others in the facility to offer our membership the best educational experience. There may be other duties as assigned by the Director of Training. **In this role, nothing is above you and nothing is beneath you.**

RESPONSIBILITIES

- Perform a broad variety of clerical and administrative tasks
- Prepare documents and reports
- Prepare formal business communications
- Maintain departmental calendars
- Maintain and organize files and records
- Greet and welcome visitors
- Answer and direct phone calls
- May collect fees and payments—provides receipts and other records for monetary transactions
- Collaborate with other departments to complete office functions
- Perform other related duties as assigned

REQUIREMENTS

- Outstanding organizational and time management skills – **excellent at complying with deadlines.**
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail
- Ability to utilize all functions of Office 365 including Xcel
- Ability to type at least 60 WPM
- Ability to learn internal software program (Member Tracking Program)
- Flexibility and willingness to be versatile is key, including performing any duties as assigned.
- Words to describe you: Smart. Organized. Creative. Motivated.
- Candidate will be expected to become a member of Local 12

WHAT WE OFFER

- Competitive pay, based on experience.
- Excellent Medical, Dental and Vision benefits
- Excellent pension package
- A vacation package and holiday observance
- Positive work environment
- Opportunities for professional growth

REPORTS TO: Director of Training

THE PROCESS: You can send a cover letter *or* video – whatever is easier for you – but it must include the answer to the following questions:

1. What motivated you to apply for this particular position?
2. Do some research on our organization (Local 49 Training Center). Being specific, why do you think you'd be a good fit in our organization, and why will you work harder than anyone else in this role should you get it?
3. You will be based out of our office near Hinckley, Minnesota. If you're not local to the area, how will you manage your work-life balance, travelling or relocation for the position?

Include your resume detailing prior work and educational experience. We need a person with a great personality that is dedicated, committed and doesn't necessarily fit into a mold. Email your resume and cover letter or video to Anna, the Director of Education and Outreach, at acarlson@local49training.org. The subject line should read, "Administrative Assistant" **Those that only upload their resume to a hiring site, and do not email Anna directly, will not be considered for the position.** Individuals applying will be subject to a criminal background check. Final candidates will be interviewed by the hiring team, who will offer the position to the candidate of their choice.