

Job Opening
Administrative Assistant Class 1
(Membership maintenance, billing and record keeping)
UFCW Local 1189 South St. Paul Office

Location: UFCW Local 1189 – South St. Paul, MN

Category: Administrative and Office Staff

Summary: Primary responsibilities include answering phones, dues billing processing, typing and clerical work as directed, and miscellaneous duties as directed

Apply by: March 3, 2017

Description: Class 1 assistant position providing administrative support to multi-person labor union office, dues billing processing

Qualifications: High School diploma or equivalent required. Efficiency in Microsoft Office. Professional customer service skills. Excellent math and grammar skills required.

Preferences: Minimum two years office experience; background in labor unions; accounting and record keeping experience.

Hours: Full-time; 35 hours per week

Starting Salary: Minimum of \$19.70 per hour (4/1/17) plus excellent benefits package. Credit for comparable experience will be considered.

Submit to: Jennifer Christensen, President
UFCW Local 1189
266 Hardman Avenue North
South St. Paul, MN 55075
651-451-6240
jchristensen@ufcw1189.org