

## **JOB POSTING: Administrative**

This position is an OPEIU 12 Union position based out of the South St. Paul office.

**Classification: Classification II/Receptionist**

**DEADLINE FOR APPLYING IS WEDNESDAY, AUGUST 31, 2022**

This position is a permanent full-time administrative clerical position, with opportunity for promotion to a Classification I position.

This position is Monday-Friday, 35 hours per week, with opportunity to work 40 hours per week, with full benefits. Salary compensation is according to the OPEIU 12 collective bargaining agreement with credit for relevant experience consideration.

Proficiency is required in Microsoft Word, Excel and Outlook. Applicants should exhibit good written and verbal skills, ability to prioritize work and multi-task.

Duties include:

- Receptionist duties – answering phones and assisting with ingoing/outgoing mail.
- Working with Union Representatives and Organizing Representatives – preparing correspondence, filing grievances, collective bargaining administration, assisting with membership records and all other duties as assigned by the President or Office Manager.

Send a LETTER OF INTEREST and your resume outlining your experience and reason for wanting the position by email to President Jim Gleb at [jgleb@ufcw1189.org](mailto:jgleb@ufcw1189.org).

**DEADLINE FOR APPLYING: Wednesday, August 31, 2022**