

# SEIU LOCAL 73

## Administrative Assistant I

The Administrative Assistant I, under the leadership of a director or equivalent supervisor, performs administrative tasks necessary to support the overall mission of the union.

One position is available in the Chicago headquarters of the union with a desired start date of January 3, 2023.

### DUTIES

#### General Administrative Support

- Processes member dues via manual and import posting
- Prepares and submits bank deposits electronically
- Verifies records for entry into database system
- Compiles data, updates records in the central database, and files and maintains orderly records
- Audits reports for errors and inconsistencies
- Prepares general correspondence and reports, as needed
- Assists officers and directors in their administrative support needs
- Provides general administrative support for meetings and conferences, including phone support, technical support, registration, and set up
- Reviews, prepares, and tracks requisitions for office supplies and materials
- Coordinates logistics for conferences and travel

#### Supports the Organizing and Representational Activities of the Union

- Schedules meetings and hearings with union members, union and employer advocates, and neutrals
- Enters and tracks grievances and other representational matters, ensuring that required timelines are adhered to
- Requests worker lists, follows up on those requests, and processes lists into the union's database once received
- Assists directors with routine data entry projects
- Produces and distributes new member packets, membership cards, and other member materials

#### Front Desk Coverage

- Greets visitors as the face of the organization, answers visitor questions, and connects visitors with appropriate personnel
- Operates multi-line phone switchboard to answer, screen and direct calls
- Daily reporting of staff attendance to union leadership and follow-up with staff to determine their schedules
- Coordinates reservations for booking conference rooms
- Receives, sorts, and routes daily mail

Other Related Duties as Assigned and Directed.

### **MINIMUM QUALIFICATIONS**

- Ability to manage time effectively and prioritize multiple tasks and a varied workload
- Demonstrated ability to interact with a wide range of people in a friendly, effective and tactful manner
- Attention to detail and a high degree of accuracy
- Proficient in Microsoft Office applications
- Knowledge of computer data entry processes, protocols and procedures
- Ability to maintain confidentiality of records and information
- Type 45 wpm accurately
- Ability to create, compose and edit written materials
- Ability to work under pressure and meet deadlines
- Ability to operate standard office equipment (phone switchboard, personal computer, copier, fax machines, and printers)
- Experience in organizing database systems preferred.
- Personal commitment to the mission and goals of SEIU Local 73.
- Excellent oral and written communication skills.

The salary range for the position is \$42,000 to \$45,000 and includes paid holidays and vacations, fully paid health benefits, and a defined benefit pension plan paid for by the employer.

### **BACKGROUND**

With nearly 30,000 members and growing, SEIU Local 73 has a proud history of raising standards for workers and their families. The Local represents service, technical and professional workers primarily in the public sector in Illinois and Indiana who are employed in state government, local government, school districts, publicly funded social service agencies and colleges and universities.

Local 73 is committed to bettering the lives of working people through organizing workers to create a powerful voice on their job to win fair wages, meaningful benefits, a sustainable retirement and job protection.

SEIU Local 73 is affiliated with the Service Employees International Union with 2 million members in the US, Canada and Puerto Rico. Local 73 is united with those 2 million members in a shared belief in the dignity of workers and the value of their work and in a commitment to a more just and humane society.

**Interested applicants should send a cover letter and resume to the Hiring Committee at [careers@seiu73.org](mailto:careers@seiu73.org)**

The Local does not pay travel or relocation costs.