

Administrative Assistant - UNITE HERE Local 8

UNITE HERE Local 8 represents about 4,000 workers in the hospitality industries of Oregon & Washington State. Local 8 members work in hotels, restaurants, food service, and airport concessions. They include room cleaners, cooks, bartenders, bellmen, food and beverage servers, bussers, and dishwashers. Local 8's parent union, UNITE HERE, represents hotel, food service, and gaming workers throughout the US and Canada.

Over the years, UNITE HERE Local 8 has fought hard for and won:

- Living Wages
- Job Security
- A Voice on the Job
- Respect in the Workplace
- Affordable Family Health Insurance Paid by the Employer

Administrative Assistant of Membership-Based, Social Justice Non-Profit Organization

Assist with daily administrative and financial functions of a busy organization to be performed effectively and in support of the goals of the organization. Work with and assist Office Manager, Secretary-Treasurer, other Administrative Assistant, and support organizing staff. Passion for social justice.

Responsibilities/Expectations

- Manage reception area, assist walk-in members, answer and route incoming telephone calls, and retrieve daily messages to general mailbox; manage and update voicemail greetings and out of office messages and signage as needed
- Assist in coordinating daily accounts payable financial tasks with the Secretary-Treasurer, such as preparing invoices and payroll data for processing, and maintaining a digital record of financial documents
- Perform data entry in membership information database and identify and use documents from a variety of sources to work with Shared Services Center to maintain and update membership, employment, and demographic information.
- Maintain filing system of union membership forms and transmit forms to Shared Services Center for processing on a daily basis. Identify and troubleshoot issues with forms and follow up with employers and members to resolve.
- Communicate with employers regarding union dues deductions and membership information requests
- Monitor shared admin email account in conjunction with other administrative staff to ensure that all inquiries and emails are followed up on and resolved
- Coordinate with dues processors to research and correct membership information and discrepancies
- Perform quarterly Bargaining Unit Follow Up tasks from Shared Services Center to verify member information such as address, primary workplace, etc.
- Assist in preparing and mailing monthly member mailings
- Prepare member dues refund requests to Shared Services Center as needed
- Print contract booklets when requested by organizing staff
- Provide general administrative and clerical support to staff including mailing, scanning, faxing, and copying
- Maintain office physical and digital filing systems, including, dues authorization forms, and contract files
- Track office supply inventory, place supply orders, maintain office space, and communicate with vendors such as shredding, water delivery, etc. as needed

- Provide occasional basic IT support to staff such as printer troubleshooting, Office 365, voicemail passwords, etc.
- Manage shared office conference room reservation calendar and assist with setup of meetings
- Assist in the organization of Local 8 internal events
- Receive and handle incoming and outgoing mail and maintain mail log and postage system. Manage returned mail and update bad addresses.
- Attend all Local 8 staff meetings, retreats, and events
- Complete multiple responsibilities on a daily basis
- Other duties as assigned.

Experience, Skills and Interests

- Proficiency with Microsoft Outlook, Excel, and Word
- Experience prioritizing and juggling multiple projects for multiple people
- Customer service experience
- Experience managing large amounts of information
- Demonstrated excellent organizational skills and high capacity for attention to details
- Strong verbal and written communication skills
- Good interpersonal and communication skills; must work well with others
- Bi-lingual Spanish skills helpful, but not required
- Passion for social justice
- Available to work in Seattle office during office hours between 8:30am-4:30pm Monday - Friday

Starting pay: \$22.50; Hourly, non-exempt position; 20 hours per week

Employer paid health insurance, dental/vision, and pension

Vacation, holidays, sick, and personal time

This position is for work at the Unite Here Local 8 Seattle/Sodo office

To apply, please send resume to Tasha Uria at tasha@8.unitehere.org