



## Local Union Business Office of IBEW Local 48.

The International Brotherhood of Electrical Workers (IBEW) Local Union 48 is seeking to add an individual to join our Membership Services Team in our Portland, OR Business Office to assist in electronic payroll processing and Apprentice tracking. On a day-to-day basis this employee will support the Business Office by answering phones, responding to e-mails and helping members and visitors in person. This individual will also be responsible for processing Union employer payroll reports, specialty agreement reports and Apprentice tracking. This individual will be able to multi-task, will be detail-oriented and a clear communicator. The Business Office staff must maintain excellent relationships with Local 48 membership, guests, business associates and other outside contacts while ensuring that their daily tasks reach completion.

### **Primary Functions:**

- Process all specialty contract reports and payments submitted by employers
- Track Apprentices throughout the entirety of their apprenticeship
- Manage monthly Credit Union dues check off
- Process member dues payments daily
- Perform union introduction and instruction to new Apprentices
- Support in the processing of electronic payroll reporting, downloading and assigning proper funds and payments to members
- Assist in tasks such as answering phones, e-mails, and assisting members and visitors to the Business Office
- Assist in routine tasks as needed such as member letters, union status letters member communication, and other forms of staff support
- Aid with special projects, as assigned

### **As a person you are:**

- Able to exercise sound judgment, discretion and foster positive and professional working relationships
- Able to clearly and effectively communicate
- Able to collaborate
- Detail-oriented
- Able to quickly learn electronic systems and databases with proper training
- Able to shift tasks quickly

### **Education & Experience:**

- High school diploma, GED or equivalent
- 5+ years of office experience
- Experience managing multiple tasks and projects with deadlines
- Experience using Microsoft Office Suite, including Outlook, Word and Excel



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### **Although not required, you may have:**

- Experience with Labor Unions
- Familiarity with contract administration

### **Work Environment & Physical Demands:**

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Benefits:**

This is a full-time, permanent position. IBEW Local 48 offers a full compensation package including health and retirement benefits.

### **To apply:**

Please submit a cover letter and resume along with one letter of recommendation and three references to [openings@ibew48.com](mailto:openings@ibew48.com). Resumes without cover letters will not be considered.

### **What to Expect from Our Hiring Process:**

- Background check
- Drug screening (we are a Drug Free Work Place)

*This position is represented by OPEIU Local 11.*

Please direct questions to [openings@ibew48.com](mailto:openings@ibew48.com) or 503/889.3667.

Application Deadline: November 13, 2020