



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 for a duration expected to be 6 months in our Portland, OR, Business Office to assist in daily office operations. 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 be able to multi-task, will be detail-oriented, and a clear communicator.

Primary Functions:

- Process member dues payments daily
- 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
- 3+ years of office experience
- Experience managing multiple tasks and projects with deadlines
- Experience using Microsoft Office Suite, including Outlook, Word, and Excel

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 temporary position. IBEW Local 48 offers a full compensation package including health and retirement benefits.



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To apply:

Please submit a cover letter and resume along with one letter of recommendation and three references to openings@ibew48.com. Resumes without cover letters and/or references will not be considered.

What to Expect from Our Hiring Process:

- Background check
- Drug screening (we are a Drug Free Workplace)

This position is represented by OPEIU Local 11.

Please direct questions to openings@ibew48.com or 503/889.3667.

Application Deadline: February 19, 2026