



## **Administrative Assistant Job Description – Carpenters Local 308**

Seeking full-time Administrative Assistant for Carpenters Local 308 in Cedar Rapids, IA.  
40 hours per week, starting wage \$19.96 per hour plus benefits.

### **SUMMARY**

Provide administrative support to Field Agents and customer service to members. Duties include general clerical, financial reporting, accounts receivable/payable, receptionist, day-to-day operations of office and project-based work.

### **JOB DESCRIPTION**

- Answer telephones and transfer calls appropriately.
- Greet and provide high quality customer service to carpenter members, board members, trustees, contractors and the public.
- Prepare a variety of documentation to include agendas, forms, Excel reports and member packets.
- Process and track accounts receivable/payable and access a variety of reports using QuickBooks; prepare and make deposits.
- Process new member applications.
- Track, monitor and report member activity, growth and retention using custom software.
- Prepare, update and edit Local newsletters using Microsoft Publisher.
- Maintain promotional items inventory and office supplies.
- Oversee bulk mailing projects.
- Maintain hard copy and electronic filing systems.
- Set up, prepare for and clean up for meetings.

### **QUALIFICATIONS**

- Have excellent verbal and written communication skills to professionally represent the organization.
- Ability and comfort level to interact with a diverse group of carpenter members, officers of the organization, trustees and managers.
- Proficient with Microsoft Office 365 Suite (Word, Outlook, Publisher, Excel, One Note, PowerPoint)
- Proficient internet navigation skills.
- Have strong and proven organizational skills.
- Possess ability to handle changing priorities and multiple tasks simultaneously.
- Active team member.
- QuickBooks knowledge - desirable but not required.
- Bilingual in Spanish - desirable but not required.

### **POSITION AND EDUCATION REQUIREMENTS**

- High school diploma or equivalent.
- Basic reading, writing and arithmetic skills required.
- Prefer associate's degree in the Administrative Support field or a minimum of three years of administrative support experience.
- Calculator skills and ability to accurately type 50 WPM.
- Possess strong organizational and interpersonal/customer service skills.
- Valid Driver's License.

### **WORKING CONDITIONS**

Working conditions are normal for an office environment. This position may require sitting for extended periods, lifting up to 25 pounds and using office equipment and machines.

If interested, send resumé and cover letter to: [ssteele@ncsrcc.org](mailto:ssteele@ncsrcc.org)  
DEADLINE TO APPLY is Thursday, May 9.