



## California Labor Federation, AFL-CIO – Job Announcement

### ADMINISTRATIVE ASSISTANT

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The California Labor Federation represents over 1,200 affiliate unions in California that collectively represent 2.1 million union members in retail, hospitality, and other service sector jobs, janitorial, construction, manufacturing, health care, local and state government, education, arts and entertainment, and other industries. The **Administrative Assistant** is based in the headquarters office in Sacramento, CA and provides clerical and administrative support to the Federation's Office Manager.

#### DUTIES & RESPONSIBILITIES

- Provides general administrative and clerical support to Federation staff, central labor councils, and affiliate unions;
- Greets visitors, answers incoming phone calls, returns voicemails, and responds to e-mail inquiries;
- Assists Office Manager in maintaining supplies and operations in headquarters and satellite offices;
- Opens and sorts mail, arrange incoming and outgoing mailings;
- Assists with data entry;
- Maintains conference room calendar;
- Maintains confidentiality and honor the proprietary data and property of the Federation at all times;
- Provides staffing support to the Federation's Executive Secretary-Treasurer.

#### REQUIRED KNOWLEDGE AND EXPERIENCE

- Prior administrative and clerical experience preferably in a dynamic member-driven organization with strong organizational and interpersonal skills;
- Strong verbal and written communication skills, and high level of detail and accuracy;
- Receptionist and telephone techniques;
- Ability to operate standard business equipment, including fax, scanner, copier;
- Proficient computer literacy and knowledge of office equipment including Microsoft Office Suite, Google Suite, and Adobe;
- Experience with applying the principles and procedures of record keeping and filing;
- Excellent time management skills with a proven ability to meet deadlines and prioritize tasks;
- Possess a valid CA driver's license.

#### SALARY AND BENEFITS

This is a full-time, nonexempt position with an hourly rate of \$35.82. This is a Classification 2 position and subject to a collective bargaining agreement with Office and Professional Employees International Union Local 29, AFL-CIO. California Federation employees enjoy excellent benefits including employer-paid health care, dental and vision insurance; a generous leave package; employer-paid defined benefit pension plan and other benefits.

## **WORK ENVIRONMENT**

Job duties are expected to be performed in the headquarters office in Sacramento, CA. The position is under general supervision to perform a wide variety of clerical and related office work as required. This is a position that requires standing, walking, kneeling, squatting, bending, climbing, lifting 25 up to 50 pounds, driving and occasional travel.

## **TO APPLY**

Applicants should email their resume, cover letter describing their interest and qualifications for the position, and 2-3 references to Chief of Staff Shubhangi Domokos at [Shubhangi@calaborfed.org](mailto:Shubhangi@calaborfed.org).

## **Equal Opportunity Employer**

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