



## 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 trucking, retail, hospitality, and other service sector jobs, janitorial, construction, health care, local and state government, education, arts and entertainment, warehousing and logistics, manufacturing, and a variety of other sectors.

We are seeking a responsible, high-energy, mature, well-organized, Administrative Assistant to join our team! The **Administrative Assistant** is based in the headquarters office in Sacramento, CA and provides clerical and administrative support to the Federation's Office Manager. A successful candidate will have a proven track record of having worked in a fast-paced office environment and demonstrated ability to maintain accuracy and attention to detail consistently while performing assignments.

#### DUTIES & RESPONSIBILITIES

- Provides general administrative and clerical support to Federation staff, central labor councils, and unions;
- Greets visitors, answers incoming phone calls, returns voicemails, and responds to e-mail inquiries;
- Performs administrative duties such as filing, typing, copying, binding, scanning, drafting correspondence, creating and maintaining an efficient filing system;
- Helps plan logistics for rallies, events, receptions, conferences, including onsite staffing support;
- Assists Office Manager in maintaining supplies and operations in headquarters and satellite offices;
- Opens and processes mail, arrange incoming and outgoing mailings;
- 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 receptionist and clerical experience, preferably in a fast-paced, member-driven labor or nonprofit organization;
- Ability to operate standard business equipment, including scanner, copier, postage meter;
- Proficient computer literacy and knowledge of office equipment including Microsoft Office Suite, Google Suite, Adobe, DocuSign, Zoom;
- Typing proficiency 50-60 wpm;
- Experience with applying procedures of data entry, record keeping, and filing;

- Strong verbal and written communication skills;
- Experience composing grammatically correct correspondence, and editing drafts to correct grammar, spelling and punctuation;
- Strong organizational and interpersonal skills, including a consistent professional and articulate manner in the office and telephone;
- Capacity to work independently, handle multiple projects simultaneously, and meet strict deadlines while maintaining high level of detail and accuracy;
- Possess a valid CA driver's license.

## **SALARY AND BENEFITS**

This is a full-time union job represented by the Office and Professional Employees International Union Local 29, AFL-CIO. This position is paid an hourly rate of \$35.82, or \$74,505 annually. Includes excellent health care, dental and vision benefits and an employer-paid defined benefit pension plan.

## **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, and three references to Chief of Staff Shubhangi Domokos at [Shubhangi@calaborfed.org](mailto:Shubhangi@calaborfed.org).

## **Equal Opportunity Employer**

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