



**DISTRICT COUNCIL 16**  
**ADMINISTRATIVE ASSISTANT**

District Council 16, of the International Union of Painters & Allied Trades, AFL-CIO, is a proud trade Union established in 1934 in Northern California. We currently represent 13,000 Finishing Trades Professionals in Northern California & Nevada and we are offering an excellent opportunity to support labor as a part of our great Union.

**Excellent opportunity as part of our growing and dynamic  
Administrative/Member Services Department**

**Locations:**

Local Union 12, 2149 Oakland Road, San Jose, CA 95131

Work Preservation Fund, 2705 Constitution Drive, Livermore, CA 94551

**Summary of Job Duties:**

- Administrative duties, including but not limited to, bookkeeping, clerical tasks, strong member support, analytical tasks using computers
- Collate and distribute mail and mass mailings
- Prepare communications, such as memos, emails, invoices, reports and other correspondence to multiple Local Unions and Affiliates
- Create and maintain filing systems, both electronic and physical
- Perform bookkeeping, manage membership accounts
- Must be punctual, able to problem solve in high production times, with the ability to adapt in an ever-changing environment

### **Qualifications:**

- Minimum of 2 years of administrative experience
- Proficient in use of technology and computer software: Word, Outlook, Excel, QuickBooks, Point of Sale Systems and WordPress
- Customer service oriented
- Great attention to detail
- Strong organization skills
- Ability to multi-task
- Strong communication skills
- Ability to grasp new concepts quickly
- Analytical, problem solver, positive attitude
- Initiative/proactive

### **Compensation and Schedule:**

- Position is covered under a Union Collective Bargaining Agreement (CBA)
- Full-time position Monday thru Friday from 8am to 5pm
- Healthcare and Retirement plans are included under the CBA.
- Starting Pay and benefit package is progressive in addition to annual increases.
- Benefit package includes paid Holidays, Designated Day's Off and Sick Leave
- Position is a bargained classification, which requires Union membership \*

\* The Work Preservation Fund Administrative position is a non-bargained position. No Union membership is required. \*

**To Apply:** E-mail your resume and cover letter to [laurie@dc16iupat.org](mailto:laurie@dc16iupat.org). Please specify which location you are applying for. Application deadline is Wednesday, March 9<sup>th</sup> by 3:30 pm.

*District Council 16, of the International Union of Painters & Allied Trades is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or any other characteristic protected by law.*