

## HIRING ADMINISTRATIVE ASSISTANT



IBEW Local 112 is seeking a highly motivated and organized Administrative Assistant to join our dynamic group of eight people in a fast-paced labor union office. Must strive for office efficiency in order to help and support our members. The successful candidate will be responsible for providing a wide range of administrative services and general office duties.

- \* Must be proficient in Microsoft Office and able to learn new software.
- \* Must have a minimum of five years' office experience and working in a union environment is a plus but not required.
- \* Professional conduct and business attire expected.
- \* Drug-free workplace – subject to pre-hire test, as well as random tests.
- \* Background check will be required of all applicants.
- \* Union membership required after a 90-day probationary period.
- \* Full-time position, Monday through Friday, 8:00 a.m. - 5:00 p.m. with lunch between 12:00 p.m. - 1:00 p.m.
- \* Competitive wages, vacation package and exceptional benefits with employer paid retirement and full family medical.
- \* IBEW Local 112 is an Equal Opportunity Employer.

Resumes must be received no later than February 14, 2025 and may be delivered in person or by mail to :

IBEW Local Union 112, 114 N. Edison Street, Kennewick, WA 99336

or e-mail to

Office Manager, Lori Johnson at: [lorij@ibew112.com](mailto:lorij@ibew112.com)