

**IBEW LOCAL UNION 112**  
**JOB DESCRIPTION FOR**  
**BUSINESS REPRESENTATIVE**

Local 112 is hiring for the position of Business Representative. You must be outgoing and comfortable talking to the members, both privately and in front of groups, as well as contractors. In order to fully represent the Local and our members, you must be able to learn the various Agreements in order to answer questions and address any issues or concerns between members and contractors. Business Representatives of Local 112 work under the direction of the Business Manager. This is a salaried position per the Local Union By-Laws and your employment will be determined by the Business Manager. You could be subject to multiple interviews prior to being hired.

**DUTIES and EXPECTATIONS**

- Time will be split between the office, job visits and meetings (both local and out of town)
  - Must present yourself in a professional manner
  - Proficiency in computer software programs such as Microsoft Office
  - Ability to learn new software programs
  - You may be asked to be an officer of the Local Building Trades and attend meetings and conferences on a regular basis
  - You will attend multiple unit meetings each month
  - You will be working countless hours as needed to perform the job of Business Representative and be able to make yourself available at all hours of the day
  - Subject to a background check
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- Resumes must be received in the Local Union office no later than February 21, 2025