



TECHNICAL ENGINEERS APPRENTICESHIP

JOB POSTING NOTICE

Position: Administrative Support Staff Assistant

We are searching for a detail-oriented, organized individual to support our training program team. The ideal candidate will be able to multi-task and enjoy working in a dynamic in an extremely fast-paced environment. This position will assist Operating Engineers Local Union No. 3 Land Surveyors and Construction Inspector Apprentice and Journeymen Apprenticeship Training Program for the forty-six (46) Northern Bay Area Counties.

Major Responsibilities include but are not limited to:

- Database and calendar maintenance
- Track and enter monthly apprenticeship timecards
- Apprentice and journeyman tracking
- Recordkeeping, reports, and correspondence
- Clear communication with all associates
- Answer the main office phone line and handle general questions
- Greet visitors and manage mail/deliveries
- Projects as assigned

Minimum Qualifications:

- Bachelor's Degree desirable; however, not required
- Must be proficient in Microsoft, Excel, Word, and have Access knowledge
- Excellent communication skills
- Ability to work individually and as a team member
- Proficiency when meeting multiple deadlines
- Be able to process information quickly and accurately
- Demonstrate considerable patience, diplomacy and confidentiality to safeguard data and information

An Equal Opportunity/Affirmative Action Employer:

- All qualified candidates are considered for employment
- Job Type: full-time, Monday thru Friday 8 AM – 5 PM, occasional Saturdays.

Knowledge of union trade apprenticeship will be helpful for the considered applicant.

“We are an equal opportunity employer and value diversity”

DEADLINE: June 18, 2021 @ 5:00 PM

Please send cover letter and resume to the following email address: hr@teapprenticeship.org
To learn more about the company, visit our website: www.teapprenticeship.org

SURVEYORS



INSPECTORS

1620 SOUTH LOOP ROAD | ALAMEDA, CA 94502 | 510.748.7413

