



AFSCME MN COUNCIL 5, AFL-CIO INTERNAL/EXTERNAL JOB POSTING SUPPORT SPECIALIST

AFSCME Council 5, one of Minnesota's largest labor unions, is currently seeking applicants for the position of Support Specialist.

This Support Specialist position is full-time (40 hours per week), Monday through Friday between the hours of 8:00 AM and 4:00 PM and is based out of the South St. Paul Office (300 Hardman Ave. S. South St. Paul, MN 55075). This position reports directly to the External Relations and Planning Director.

Job Duties/Responsibilities:

- This position will provide clerical support for AFSCME Council 5 which includes typing and processing a wide variety of correspondence and reports.
- Receive, process, and fulfill physical mailing requests, including assembling materials, coordinating print needs, preparing bulk mailings, and ensuring accurate and timely delivery.
- Copying files and documents, storing electronically and hard copy according to retention policy.
- Coordinating and arranging logistics for various meetings and large events (meeting room arrangements, scheduling, ordering meals, coordination with venues, etc. and on-site support).
- Maintain assorted mailing membership lists and databases and maintain confidentiality.
- Provide reception and front-desk coverage, including greeting visitors, answering and directing phone calls, responding to general inquiries, and routing messages to appropriate staff.
- Other duties as assigned.

Required Qualifications:

- High School diploma or equivalent, with minimum 2 years of experience.
- The applicant must be able to interact with all callers, visitors, members, and staff in a friendly, positive manner, and maintain a demeanor that displays patience, diplomacy and tactfulness in dealings under highly charged, busy, or trying circumstances or deadlines.
- Familiarity with, and ability to, operate a computer with various business-related software packages.
- Ability to proficiently format and manipulate data in Microsoft Excel and Word and have working knowledge of Adobe.
- Substantial knowledge and experience with the overall operations of a business office.
- High level of proficiency and accuracy in data entry and typing skills.
- Excellent grammar and spelling skills.
- Demonstrated time management skills and work habits that are orderly and efficient.
- Ability to work independently, as well as the ability to work as a team member in a variety of office activities with a diverse group of people.
- Excellent communication skills, with the ability to articulate information both orally and in writing.
- Excellent organizational skills, flexibility, and the ability to manage and prioritize multiple tasks.
- Adhere to all organizational policies and procedures.

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Compensation and Benefits:

AFSCME Council 5 has a very robust employer-paid benefit package that includes in part: Excellent Health Insurance, Dental and Life, Defined Benefit Pension Retirement Plan, Vacation and Sick Leave, Floating and National holidays, and more. Optional Employee-paid benefits include in part: 401K, FSA and supplemental Life.

The monthly salary range for this position is \$5,259-\$6,450; per the Collective Bargaining Agreement, Support Specialists begin at Step 1 of the salary grid.

TO APPLY: Send cover letter and resume to Liza Allen, Executive Assistant at:

- AFSCME MN Council 5, 300 Hardman Ave South, South St. Paul, MN 55075
- Fax: 651-455-1311
- Email: Liza.Allen@afscmemn.org (no phone calls please)

DEADLINE: The posting for this position will close Friday, February 13 at 4:00 PM.

AFSCME Council 5 is an equal opportunity employer, and, as such, does not discriminate against an employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, gender identity, religious affiliation, disability, or any other classification protected from discrimination under applicable law.