

## Administrative Secretary/Administrative Office Staff Supervisor

40 hours/week – Salary Range: \$62, 590.59 -\$63,653.54

### Responsibilities:

- To be responsible for the efficient operations of the office.
- Plan, assign and supervise Administrative Staff employees, including, but not limited to Secretaries and Controller and be responsible for administrative work being processed in a timely manner.
- To ensure that all bookkeeping, payroll, and correspondence is standardized and conforms with policy and regulations.
- To train the Administrative Staff on all aspects of the duties to be performed in the office and the proper operation of the business equipment and technology, including, but not limited to Microsoft word, Excel, Zoom, Teams, and other relevant programs.
- Provide support to the staff representatives, including drafting briefs and other documents, compiling evidence, and filing grievances, arbitrations, and Unfair Labor Practices with outside agencies to help defend members' work situations.
- To coordinate mailings, meeting rooms, correspondence, reports, telephone answering, mail distribution, equipment maintenance and other related tasks as required.
- Establish and maintain effective working relationships with all members, including calling, emailing, scheduling one-on-one appointments with them.
- Monitor individuals' membership with the Union, including updating their contact information in the database.
- Track arbitration schedules and update information.
- Attend organizational meetings.
- To make recommendations to the Executive Director regarding the office operation and utilization of the administrative staff.

- Meet and Greet members and guests to the office.
- Update office social media (Facebook, webpage, LinkedIn).
- To act as liaison between the locals or AFSCME International representatives regarding administrative matters.
- To do related work as required.

**SUPERVISION RECEIVED:** To work under the direction of the Executive Director.

**Skills:**

- Strong interpersonal and effective communication skills.
- Time management skills and ability to prioritize tasks.
- Aptitude to communicate with and work with diverse populations/cultures.
- Excellent organizational and documentation skills for keeping case notes, assessments, outcome measures, narratives, and reports.
- Data entry and management: Must be proficient in Microsoft word and Excel.
- Ability to identify problems and develop solutions.
- Familiarity with online video conference platforms (Zoom, Teams)

**Education/Experience:** Graduation from a college of recognized standing or graduation from a school of business preferred. Extensive experience with computers, business principles and practices. bookkeeping, payroll, customer service, labor organizations any combination of education and experience that shall be equivalent to the above.

**Benefits:**

Family Health Insurance annually paid by employer  
 Dental Insurance  
 pension  
 Life Insurance  
 Paid Time Off (vacation, holidays, personal, and sick days)

RI Council 94 is a Labor Union representing approximately 7, 200 state, municipal and private employees.

**To apply:** Please submit a resume and cover letter to Executive Director Alexis Santoro – [asantoro@ricouncil94.org](mailto:asantoro@ricouncil94.org)