

Job opening for the JATC

ELECTRICAL APPRENTICESHIP ADMINISTRATIVE ASSISTANT

IBEW Local Union 343

Job Description

Electrical Apprenticeship Administration Assistant

South Central Minnesota Joint Apprenticeship and Training Committee (SCMNJATC), located in Rochester Minnesota, is seeking a full-time Electrical Apprenticeship Administration Assistant. SCMNJATC is a non-profit organization jointly sponsored by union members and union electrical contractors that is designed to provide a skilled, knowledgeable and capable workforce for the unionized electrical industry within the jurisdiction of IBEW Local 343.

Successful candidate will possess skills to perform the following:

- Experience with and strong working knowledge of Microsoft Office, QuickBooks and Access.
- Assist Training Director, instructors and students as required for optimal program success.
- Must have exceptional written and verbal communication skills.
- Ability to multi-task.
- Process apprentices for program entry and maintain apprenticeship records and files, including registration with the Minnesota Department of Labor and Industry (DOLI).
- Equal Employment Opportunity oversight and compliance.
- Accounts payable, receivable and payroll tasks.
- General office support to include, but not limited to: preparation of monthly financial reports, process VA benefit paperwork, ordering of textbooks, make arrangement for State Board of Electricity exams, enter time card hours and send notifications of wage increases, assist with DOLI compliance, place annual advertisements.
- Union position with OPEIU Local 12, with a starting wage of \$22.92 per hour.
- Full-time (35 hours per week).
- Employer paid benefits include: family health care, paid holidays, vacation time (accrual after 6 months), retirement plan.
- Short hiring assessment tool to be taken and results submitted with resume. <http://predictablesuccess.info/quiz/quiz.php?id=4>
- Resumes, predictable success quiz results and any questions should be submitted to: [hiring@scmnjatc.org](mailto: hiring@scmnjatc.org)
- Deadline for consideration is April 20, 2018.

South Central Minnesota Joint Apprenticeship & Training Committee is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.