



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

AFSCME MN Council 5 is currently seeking applicants for the position of Support Specialist. A brief description and qualifications for the position are shown below.

This Support Specialist position is full-time (40 hours per week), Hybrid, Monday through Friday between the hours of 8:00 AM to 4:00 PM. The position is based out of the South St. Paul Office. Starting wage is \$4,344.00 per month and in addition, other benefits are provided.

Job Duties/Responsibilities:

- This position will provide clerical support for AFSCME Council 5, including typing, editing, printing, scanning, data entry, and processing a wide variety of correspondence and reports.
- Maintain professional email etiquette in all correspondences.
- Process Support Staff requests, in a timely, efficient, and professional manner.
- Copying files and documents, storing electronically and hard copies according to the retention policy.
- Coordinating and arranging logistics for various meetings and large events (meeting room arrangements, scheduling, ordering meals, coordination with venues, etc.)
- Maintain assorted mailing lists, records, procedures, spreadsheets, and databases.
- Ability to move items around, for example, boxes of paper.
- Reception duties.
- Other duties as assigned.

Desired Qualifications:

- High School diploma or equivalent, with a minimum of 2 years of experience.
- Possess a demeanor that displays patience, diplomacy, and tactfulness in dealing with coworkers, members, and external contacts even when under highly charged, busy, or trying circumstances.
- 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.
- A significant degree of proficiency and verification in data entry.
- Substantial knowledge and experience with the overall operations of a business office.
- Excellent grammar and spelling skills.
- A high degree of proficiency in working with detailed work assignments that require extreme accuracy.
- 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.
- Effective 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 policies and procedures.

TO APPLY: Send a 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 Thursday, June 8, 2023 at 4:00 PM

AFSCME MN Council 5 is an Equal Opportunity Employer; women and people of color are strongly encouraged to apply.