JOB ANNOUNCEMENT

Executive Secretary – Full Time Position

The position is responsible for providing a variety of administrative assignments.

Primary responsibilities include, but are not limited to the following:

Handling written correspondence
Preparing flyers and other written documents
Maintaining filing and record systems
Support special projects
Perform other duties as required to support the mission of the Union

Qualifications:

At least 3 years of related work experience and/or a combination of education and experience that would provide for the following knowledge, skills and abilities:

- Thorough knowledge of office process operations
- Skill and use of Microsoft Word, Excel and Publisher
- Ability to handle multiple tasks and meet established deadlines in a fast-paced environment
- Ability to handle Confidential information
- Typing ability of a minimum of 50+ WPM
- Court Reporting experience and/or Shorthand preferred, but not required

Application may be downloaded from our website http://ufcw7.org or pick up in person at our office.

Submission instructions:
If interested, please submit your application, resume, and cover letter no later than the close of business on February 26, 2016 to Dale Lee at dlee@ufcw7.com or deliver to the UFCW Local 7 Office located at 7760 W 38th Avenue, Wheat Ridge, CO 80033.

If you have questions, please contact Dale Lee at 303-425-0897 ext. 406.

Kim C. Cordova, President
Kevin R. Schneider, Secretary-Treasurer