

Title: Administrative Analyst

Purpose: To provide advanced clerical and administrative support to ensure the integrity of the database including member information to meet the needs of the Local

Duties and Responsibilities: The Administrative Analyst reports to the Director or Administration and is responsible for complex administrative data analysis with the intention of providing a professional level of clerical and organizational expertise. As part of the Administration Department the number of tasks and duties associated with this position may vary depending on the skill-sets and strengths of the department and the needs of the organization. These include:

1. Membership Services – including updates, searches, reports and mailings; dues processing and member entries/updates; run database search comparisons; analyze incoming information from Employers and Staff using a variety of methods
2. Correspond with a variety of Employers, Payroll, Human Resource Representatives, and a diverse Membership and general public
3. Support Field Staff and Management by providing lists, reports, and/or any other data assistance, training or instruction as requested to facilitate the work of the Local
4. Ensure the integrity of the database by running list search comparisons and/or lists of each employer in database on a regular basis; work with Field Staff to obtain member data updates
5. Work with IT Administrator to streamline data output, establish and create systems within current database, identify, simplify and troubleshoot criteria to improve database function
6. Conduct inventory and light maintenance as needed of office equipment and office supplies (ordering, etc.)
7. Perform meeting and event preparation including light-cleaning, furniture moving/placement and any other duties as assigned or involved with the planning and implementation of meetings/events and occasional light-cleaning of Staff kitchen/lunchroom area
8. Represent Local at community or labor functions as assigned by Director of Administration
9. Performs other duties as required to support the Local and its mission

Qualifications:

Computer and technical skills and proficiency in MS Office Suite

Good reading comprehension, writing, typing, critical thinking, and basic math skills

Professional telephone and communication skills

Demonstrated experience with database systems

Competency in organizational, problem solving skills

Ability to plan, organize and prioritize work

Adaptable to changing needs and requirements

Able to meet established deadlines

Ability to work independently and with a team

If interested in this position, please send letter of interest and resume via US Mail or via email to:

Martha Taylor

Director of Administration

SEIU Local 925

1914 N 34th Street, Ste. 100

Seattle, WA 98103

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Deadline for application – Tuesday, May 22, 2018 at 5:00pm