

The Mid-America Carpenters Regional Council Apprentice and Training Program St. Louis Training Center is seeking an experienced Administrative Assistant.

Qualifications

- High School diploma or equivalent. Minimum of 1- 3 years of experience as an Administrative Assistant.
- Must be proficient in the use of computers and a working knowledge of Microsoft Office (Word, Excel, Outlook, Power Point, and the Internet) and desire to become familiar with specific programs and software.
- Strong organizational, project management, and problem-solving skills with ability to multi-task and prioritize workload.
- Exhibits polite and professional oral communication skills when answering and directing phone calls, as well as professional demeanor when greeting and helping members who come into the office.

Responsibilities

- Plan, schedule, and facilitate meetings, including take detailed minutes and distributing post meeting notes.
- Create and distribute emails, letters, and forms for office and contractors
- Prepare and organize regularly scheduled reports, including information in quarterly meeting agendas and minutes.
- Maintain database and paper filing system, as well as sort and process mail.
- Maintain contact lists for 9 training centers.
- Function as the point of contact for member and contractor requests.
- Process Apprentice file updates such as status changes, grades, and upgrade.
- Performs administrative duties such as data entry, copying, filing, scanning, etc.
- Order office supplies and research new deals and suppliers
- Ensures operation of equipment by completing preventive maintenance such as placing orders, calling for repairs, managing equipment inventory and evaluating new equipment and techniques.

Hours of operation Monday through Friday from 7:00-4:00

COVID 19 Vaccination Proof Required

Please email resume to Stephanie Hall, HR Consultant, at stephaniehall3015@gmail.com by 5:00pm on 06/24/2022.

Mid-America Carpenters Regional Council Apprentice and Training Program St. Louis Training Center is an equal opportunity employer that is committed to diversity and are committed to creating an inclusive environment for all our employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other characteristics protected by applicable law.