



Office Assistant, ~8-24 hours per week, in person in the Georgetown area of Seattle.

Office Assistant Job Purpose: To assist the Office Manager of IATSE Local 15 in keeping the business of the Union operational, organized, and running smoothly.

Background: IATSE Local 15 represents entertainment industry workers who facilitate and execute live events including theatre, concerts, corporate, and private events. Local 15 represents individuals with regular jobs at various venues and runs a hiring hall for workers to take short-term jobs throughout Western Washington. This position is focused on the business conducted by the office. IATSE Local 15 is a trade union, and its values are equity, inclusion, respect, accountability, integrity, adaptability, and excellence. These values guide how the Local interacts with employers, presenters, audience members, and each other. The Office Assistant will be expected to demonstrate these values in their work and promote these values in workplace culture.

Reports to: The Office Assistant reports directly to the Office Manager.

Job Duties include:

- ❖ Coordinate with the Office Manager, officers, and employees of IATSE Local 15 to implement the Local's strategic goals
- ❖ Provide a consistently high level of customer service to the workers who use the services of IATSE Local 15
- ❖ Generate reports from raw data and existing databases for internal and external use
- ❖ Calculate important dates for workers based on when hours were worked
- ❖ Entering customer and account data by inputting text based and numerical information from source documents within time limits
- ❖ Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- ❖ Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
- ❖ Research and obtain further information for incomplete documents
- ❖ Apply data program techniques and procedures
- ❖ Generate reports, store completed work in designated locations and perform backup operations
- ❖ Scan documents and print files, when needed

- ❖ Keep information confidential
- ❖ Respond to queries for information and access relevant files
- ❖ Comply with data integrity and security policies
- ❖ Pick up and sort mail as needed
- ❖ Assist in Preparing mass Mailing and sorting
- ❖ Running errands and making deliveries around the office or to external parties
- ❖ Collecting, filing and organizing office documents, such as reports and confidential records
- ❖ Managing digital document filing, including encrypted documents and email correspondence
- ❖ Provide reception services for workers calling or visiting the office with questions
- ❖ Answering the phone, transferring calls, and taking/relaying messages as needed
- ❖ At times, the Office Assistant may be asked to collaborate with Officers of the IATSE Local 15 to conduct their duties

Skills and experience to be successful include:

- ❖ Excellent time management and organizational skills
- ❖ Proven data entry work experience
- ❖ Experience with MS Office and data programs
- ❖ Detail-oriented and able to track complex rules
- ❖ Organization skills, with an ability to stay focused on assigned tasks
- ❖ Ability to work independently and meet deadlines
- ❖ Familiarity with administrative duties
- ❖ Excellent knowledge of correct spelling, grammar, and punctuation
- ❖ Ability to effectively and efficiently communicate and collaborate in a diverse atmosphere of workers and employers
- ❖ Experience working with represented staff
- ❖ Experience working in the live events industry preferred

Requirements to qualify include:

- ❖ Associates degree or equivalent experience in business, accounting, computer science, labor relations, industrial relations, or a related field
- ❖ Two or more years of office experience
- ❖ Proficiency in Access, Microsoft Office, including Outlook, Word, Excel and Teams
- ❖ Familiarity with database management

Qualities we are looking for in a candidate include:

- ❖ Interpersonal Skills - the ability to interact and communicate effectively with others, and to establish and maintain excellent working relationships; communicate effectively with people from many different backgrounds, from management at large organizations to workers with marginalized backgrounds

- ❖ Customer Service - the ability to work effectively with workers to satisfy their service expectations in order to maintain harmony with the workforce
- ❖ Task Management - effectively and efficiently manage and complete work that will affect 1,900+ workers maintaining their livelihoods through work represented by IATSE Local 15
- ❖ Collaboration - the ability and desire to work with many different stakeholders to contribute to the overall goals and objectives of Local 15
- ❖ Transparency & Accountability - willingness to be open and honest, and to acknowledge and learn from mistakes while maintaining appropriate confidentiality

To Apply: Send a resume, three references, and a cover letter that speaks to your interest and qualifications for the position. All application materials can be sent to office@ia15.org with the Subject line: Office Assistant Application (Your Name). Please include your name in the title of each attached document.

Compensation: This job is part-time. The hourly rate is \$28.00 per hour at approximately 8 to 24 hours per week. Raises will be evaluated at 6 months and 1 year. Benefits include retirement contributions.

IATSE Local 15 is an equal opportunity employer. We value a diverse workforce and an inclusive culture. IATSE Local 15 does not discriminate based on race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or record of arrest or conviction. People who identify as Black, Indigenous and People of Color (BIPOC), people who experience gender oppression, people with disabilities, and people who identify as members of the LGBTQIA+ community are particularly encouraged to apply.