

UA Local 149 Plumbers and Pipefitters- Receptionist Position

Job Responsibilities

1. Greet visitors and members that come in to the building
2. Answer multi-line phones and direct calls to appropriate office personnel
3. Will use Microsoft Office Suite
4. Perform light office/ clerical tasks
5. Will scan, fax and copy
6. Complete special projects assigned by office personnel
7. Assist other office personnel with tasks as necessary

Job Requirements

1. Applicants will not work more than 18 hours in one week.
2. Applicants should have a high school diploma or equivalency.
3. Applicants will be subject to workplace drug testing.
4. Applicants should be able to work alone at times and with minimal direction.
5. Applicants should be proficient in Microsoft Office Suite.
6. Applicants should be familiar with standard office equipment.
7. Applicants must have reliable transportation.

Please send resume and cover letter to the below email address:

Miranda Barron
Bookkeeper/ Office Manager
Plumbers & Pipefitters
Local 149 Champaign, IL
Ph: 217-359-5201
mbarron@ualocal149.com

Deadline: December 31, 2018

