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AFSCME Local 4041 is currently seeking applicants for the position of Support Specialist. A brief description and qualifications for the position are shown below.

This Support Specialist position is full-time (37.5 hours per week), Monday through Friday between the hours of 8:00 AM and 4:30 PM and is based out of the Las Vegas Office. Starting wage is \$3,250.00 month.

Job Duties/Responsibilities:

- This position will provide clerical support for AFSCME Local 4041 which includes typing and processing a wide variety of correspondence and reports.
- Processing mailing requests and maintaining assorted mailing lists.
- Copying files and documents, storing electronically and hard copy according to retention policy.
- Coordinating and arranging logistics for various meetings and large events (meeting room arrangements, scheduling, ordering meals, coordination with venues, etc).
- Maintain Membership database.
- Reception duties.
- Other duties as assigned.

Desired Qualifications:

- High School diploma or equivalent, with minimum 2 years of experience.
- The applicant must be able to interact with callers, visitors, and staff in a friendly, positive manner, and maintain a demeanor that displays patience, diplomacy, and tactfulness in dealings under highly charged, busy, or trying circumstances.
- Familiarity with, and ability to, operate a computer with various business-related software packages. Ability to proficiently format and manipulate data in Microsoft Excel and Word.
- Substantial knowledge and experience with the overall operations of a business office.
- High level of proficiency and accuracy in data entry and typing skills.
- Excellent grammar and spelling skills.
- Demonstrated time management skills and work habits that are orderly and efficient.
- Ability to work independently, as well as the ability to work as a team member in a variety of office activities with a diverse group of people.
- Excellent communication skills, with the ability to articulate information both orally and in writing.
- Excellent organizational skills, flexibility, and the ability to manage and prioritize multiple tasks.
- Adhere to all corporate policies and procedures.

TO APPLY: Send cover letter and resume to AFSCME Local 4041 at:
• info@nvafscme.org: (no phone calls please)

DEADLINE: The posting for this position will close Friday, June 12, 2020, 4:30pm PST.