



NOW HIRING: PART TIME BOOKKEEPER/OFFICE MANAGER

We are seeking a self-motivated professional who wants to join our small team to serve our 48 affiliated unions and their 70,000 members to advance the union construction industry.

The Minnesota Building and Construction Trades seeks to hire a part-time office manager to support a statewide union construction industry labor organization. This role will be responsible for:

- Financial management including budgeting, payroll and invoicing using Quickbooks
- Affiliate and Executive Board support
- Correspondence management
- Board meeting preparation and meeting minute taking
- General office management

Ideal candidates will have at least 5 years of experience in bookkeeping and at least two in office management. Skills include excellent oral and written communication, exceptional attention to detail and problem-solving skills. Additional skills include strong organizational skills, proficiency with Quickbooks and MS office suite, and ability to prioritize jobs and multi-task.

Apply by: October 15, 2019

Hours: 16 – 20 hours per week, Monday through Thursday preferred

Salary: Hourly rate \$25 - \$30 based on experience

Location: St. Paul, MN

How to apply: Please send cover letter and resume to: ContactMBT@mnrtrades.org.

