



POSITION TITLE: SECRETARY (Grade 8)
DEPARTMENT: Nursing Home
LOCATION: Hicksville, NY (Long Island)
CLASSIFICATION: Hourly
ANNUAL SALARY: \$61,932.05

About 1199SEIU UHWE

With over 450,000 members throughout Massachusetts, New York, New Jersey, Maryland, Florida, and Washington, DC, 1199SEIU is the largest and fastest-growing healthcare union in the nation. Since our founding in 1932, our mission has been to stand up for quality healthcare, good jobs and social justice for all. Dr. Martin Luther King, Jr. called 1199 his favorite union and referred to us as "the authentic conscience of the labor movement." Over the years 1199 has won some of the highest standards for healthcare workers in the country, including good wages and benefits, safe staffing, paid time off, secure retirement, model childcare and education benefits and a real voice work in the workplace. Our members are highly politically engaged and active, so we have the strength to advocate with government and elected officials for our patients, families and communities. We are affiliated with the Service Employees International Union (SEIU) which has over 2 million members and is the largest labor union in North America.

Job Functions:

- Greets staff members and visitors courteously, identify their needs and direct them to the proper person and/or office;
- Answers telephone, screens calls, takes messages and routes calls to appropriate party. Notifies staff of member needs.
- Sends mailgrams and facsimiles.
- Maintain grievance tracking system and mail out intent to grieve letter to employers, members with copies to organizers.
- Maintain payroll information such as scheduled time off, absentee, vacation and sick time for Organizing and Administrative staff, compiles the information and forwards to the Staff Support Department on a weekly basis for payroll processing.
- Receives, log, stamp, sort and distributes mail to appropriate party;
- Prepare computer generated correspondence for Vice Presidents and Organizers;
- Create general flyers, may prepare presentation materials such as leaflets, etc.
- Process mailing request for Chapter meeting, Delegate meeting and negotiations;
- Prepare, submit and follow up on check voucher request;
- Maintain and order office supplies;
- Maintain departmental filing system;
- Relieves the Executive Secretary when required.
- Assisting Operations Coordinator

- Delivers and picks up materials as needed.
- Maintains a Daily Work Activity log of work performed.
- Perform administrative duties such as copying, faxing, and filing documents; performs other related duties as assigned.

Qualifications:

- High school diploma or its equivalent.
- At least 2 to 5 years of secretarial experience.
- Strong computer skills with proficiency in Word, Access, Email.
- Typing skills of 50 words per minute.
- Excellent verbal and written communication.
- Ability to maintain a good working relationship with all co-workers, members, and the general public.
- Ability to organize work assignments.
- Ability to work independently and carry out assignment to completion with minimum instructions.
- Ability to work overtime when required.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title and every position does not necessarily require the same duties.

All interested persons meeting the minimum qualifications are encouraged to submit a resume and a cover letter via email to jobs@1199.org with the job title on the subject line.

1199/SEIU is an equal opportunity employer