

Service Employee International Union Local 888 Job Posting

SEIU Local 888 - Stronger Together <http://www.seiu888.org>

Job Title:	Database Coordinator
Grade:	5
Salary Range:	\$39,500 to \$53,500
Location:	Braintree, MA
Hours:	9:00AM – 5:00PM
Bargaining Unit:	United Staff Worker Union (USWU)

GENERAL DESCRIPTION

The Database Coordinator reports to the Director of Finance and HR and is responsible for assisting with administrative and clerical services, pertaining to the maintenance of membership data. Scanning checks and rosters for uploading into membership database. This includes attending to the needs of Local 888 members, and staff, while also dealing with inquiries on the phone and face to face in the union hall. Provide services in an effective, efficient and friendly manner. Ensure that inquiries are dealt within established time limits.

DUTIES & RESPONSIBILITIES

Maintain Membership Data

- Data entry
- Run reports from membership data program
- Assist the Accounts Receivable Coordinator
- Work in Excel to convert file types to desired format for uploading into membership data program
- Send public information requests to employers, help with tracking responses, and work with Director of Finance and HR on any refusals to comply
- Assist with compiling data for per capita reporting
- Assist with dues entries into membership program
- Assist with scanning of checks to bank as needed
- Assist with membership drop protocols and escalate issues to Director of Membership Engagement

Maintain Office Records

- Assist with membership information management, obtaining authorization cards in electronic and print formats, filing authorization cards and purging of obsolete records according to the retention schedules
- Scanning various office documents
- Ensure security and confidentiality of data

Maintain Office

- Assist with maintaining a clean and professional environment for members, staff and visitors
- Assist with scheduling and preparing conference rooms for meetings

Service Employee International Union Local 888- Database Coordinator

- Assist with updating and securing sign in sheets

Maintain Office Services

- Assist with receptionist duties, answer phones and manage main line voice mail system
- Assist in overseeing all incoming and outgoing correspondence and distribution
- Assist in maintaining and monitoring office supplies inventory
- Assist with Coordinating with vendors, employers and chapters
- Assist managing the maintenance of office equipment

Perform other related duties as required

EDUCATION & EXPERIENCE

- High School diploma or equivalent work experience
- Computer skills and knowledge of office software packages (Microsoft Word, Outlook, Excel, and Access)
- Knowledge of administrative and clerical procedures
- Knowledge of customer service principles and practices

KEY COMPETENCIES

- Organizing, prioritizing, managing multiple and competing demands
- Attention to detail and high level of accuracy
- Decision making
- Integrity
- Judgment and problem solving
- Adaptability
- Initiative
- Information gathering and monitoring
- Communication skills
- Information management skills
- Stress tolerance
- Teamwork and collaboration
- Commitment to improving the lives of working people

COMPENSATION

- Employer paid health insurance, short and long-term disability and dental/vision
- Employer paid pension based on percentage of base salary
- 401K
- Vacation time, holidays, sick, and personal

SEIU Local 888 is an Equal Opportunity Employer