



NOW HIRING: OFFICE MANAGER

The Minnesota Building and Construction Trades seeks to hire a part-time office manager (16 – 20 hours per week, Monday through Thursday) 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 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: September 15, 2019

Salary: Hourly rate based on experience

Location: St. Paul, MN

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

