



Wilson-McShane Corporation

Plan Administrators for Taft-Hartley Trust Funds

ADMINISTRATIVE ASSISTANT: BLOOMINGTON, MN FULL-TIME EXEMPT, NON-UNION

Essential duties and responsibilities include the following:

- Organize, coordinate and setup all facets for Board of Trustee meetings (order food, prepare meeting space, send meeting reminders, assist with packet production, cleanup, travel reservations, etc.)
- Manage corporate Board of Trustee meeting calendar (Outlook)
- Maintain Board of Trustee roster and internal notification(s)
- Prepare internal meetings (scheduling rooms, phone lines, GoToMeeting, setup, etc.)
- Archive electronic Board of Trustee meetings via online portal
- Coordinate and book travel arrangements for WMC employees
- Assist with employee expenses
- Order board room and misc. office supplies
- File corporate and Fund documents, both paper and electronic
- Maintain and manage Homebase organization (Fund Documents, Employee Resources)
- Manage building maintenance requests and coordination with employees
- Coordinate mailing Fund payables with Bookkeeping and Accounts Payable team
- Assist with Fund website updates
- Coordinate and assist with appreciation events (holiday parties, health fairs, food parties, etc.)
- Assist with the UCWCP (Union Construction Workers Compensation Program)
 - Maintain and update database, MS Access (data entry, data export, report generation, notify communication with corresponding departments)
 - Assist with website maintenance
 - Annual Certificate of Insurance renewal coordination (approx. 370 contractors)
- Other duties as assigned
- Additional tasks assumed with gained experience

To perform the job successfully, an individual should demonstrate the following competencies:

- **Detail-oriented/attention to detail:** Very fast-paced job, accuracy of work is of utter importance
- **Organizational skills:** Maintain a clean desk and proper planning of the workday
- **Time management/multitasking skills:** Must be able to handle and prioritize several tasks at once, while completing them accurately
- **Professional attitude and appearance:** Act and look professional every day, as you may be dealing with a plethora of individuals on a daily basis; business casual attire is expected
- **Eager/willing to learn:** Always ever-changing aspects to the job; must have the ability to grow with the job
- **Self-motivated:** Must be self-motivated enough to keep things moving and not stall a deadline or process
- **Team player:** Work with several personalities and professional levels inside and outside of the organization on a daily basis
- **Confidentiality/discretion:** Work with confidential information will present itself and you are expected to respect it as such, keeping it to yourself
- **Hard working:** Work may be required outside the standard 40 hour work week

To perform the job successfully, an individual should have the following qualifications:

- High school or equivalent
- Proficient in Excel, Word, Outlook, Adobe Acrobat, Access
- Experience booking corporate travel is preferred
- Minimal travel may be required (other office locations, vendor meetings, etc.)