

## Membership Associate (Lead)/Dues Clerk

- Location:** Oakland
- Department:** Membership
- Description:** UHW is seeking an administrative worker in our Membership Department, located in Oakland. The department is charged with maintenance of the union's membership database, processing of member dues payments, and all related functions.
- Responsibilities:**
- Proficient in Word, Excel, Access, and Outlook
  - Operation of a ten key by touch
  - Adept with numbers, including calculation of percentages
  - Attentive to detail with high degree of accuracy
  - Able to compose correspondence in language and form appropriate to the business world
  - Significant member service experience, including problem resolution
  - Comfortable taking instructions from more than one person
  - Challenged by large and complex environment requiring patience and a sense of humor
- Qualifications:**
- Proficient in Word, Excel, Access, and Outlook
  - Operation of a ten key by touch
  - Adept with numbers, including calculation of percentages
  - Attentive to detail with high degree of accuracy
  - Able to compose correspondence in language and form appropriate to the business world
  - Significant member service experience, including problem resolution
  - Comfortable taking instructions from more than one person
- Submission Instructions:** Submit cover letter and resume to [recruiter@seiu-uhw.org](mailto:recruiter@seiu-uhw.org)