

Membership Associate/Dues Clerk

Location: Oakland

Department: Membership

Description: SEIU United Healthcare Workers - West (UHW) with more than 140,000 members, is the largest healthcare union in California. We are caregivers from every sector of the industry, united to win better care for our patients and better lives for our families and ourselves. For further information about UHW, please visit our website: www.seiu-uhw.org.

UHW is seeking an administrative employee for our Membership Department. The department maintains the union's membership database, processing of member dues payments, and related functions

Responsibilities:

- Posting dues payments to member database records
- Entering new members into database and maintaining accuracy of all membership data
- Contacting employers to obtain information and resolve problems
- Answering member and staff inquiries
- Researching, calculating and issuing dues refunds

Qualifications:

- Entry-level experience in Accounts Receivable and collections
- Proficient in Word, Excel (including formulas), 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
- Challenged by large and complex environment requiring patience and a sense of humor

Submission Instructions: Email cover letter, resume and list of professional references

recruiter@seiu-uhw.org