

Receptionist - Drivers Union

Drivers Union is a worker organization representing gig workers in Washington State, primarily Uber and Lyft drivers. For years gig workers have had their rights and their input into their working lives restricted. Drivers Union is one of the first organizations in the nation to provide a legislative and legal framework for drivers to have a true and legitimate voice in their work lives. Drivers have fought long and hard to establish these rights and are looking for staff who are committed to fight for social and economic justice for their communities.

Drivers Union is seeking a temporary part-time Receptionist who can provide a full range of support to the organization and the workers that Drivers Union serves. This position will require:

- Experience in an administrative capacity
- Daily interaction and responsiveness to the administrative needs of representational staff and workers, including intake and follow-up
- Answer telephone calls to take messages, intakes, and inquiries from drivers or to provide information
- Direct or escort drivers or visitors to specific areas or correct offices
- Faxing, scanning, mailing, and filing documents
- Strong calendaring, planning, time management, and organizational skills
- Familiarity with workplace applications (i.e. MS Office suite, video conferencing) and database software
- Ability to remain calm and professional on the phone and in person when dealing with difficult and stressful situations
- Working well within a team
- Entering driver's information and maintaining records and databases, with a dedication to achieving a high level of error-free productivity
- Other duties, responsibilities, and activities that may change at any time

Particular consideration will be given to candidates with for-hire driving experience, fluency in language(s) other than English, and community leadership in the region's diverse immigrant and refugee communities. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Drivers Union encourages people of all backgrounds to apply.

Drivers Union offers a competitive salary and excellent benefits including full family medical, dental and vision, paid time off, 401K, etc.

To apply, please submit: cover letter and resume covering your work history, and a minimum of three professional references, to jobs@driversunionwa.org.