

## **Service Representative**

### **Based in Lansing, MI**

The OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION (OPEIU), Local 459, AFL-CIO, located at 838 Louisa St. in Lansing, Michigan is a progressive labor union for professional, technical, healthcare and office workers who recognize the value of having a voice at their work places and need for labor and social justice.

Local 459 represents members in the greater Lansing area and throughout Michigan. OPEIU Local 459 is seeking a full-time **Service Representative** to represent workers and negotiate strong collective-bargaining agreements for our public and private sector candidates.

The Service Representative serves in a variety of capacities and is responsible for working closely with the membership at their assigned employers, developing relationships, assisting in the election of shop stewards and communicating the interests of our members to their respective employers and the Local 459 offices. The Service Representative will report directly to the Local President.

#### **Additional responsibilities include:**

- Handling and investigating grievances up through arbitration
- Engaging in member communication and outreach using a variety of media, including, email, website, newsletter and personal communication
- Coordinating with and maintain shop stewards, and providing them with training and support
- Attending and leading regular bargaining unit meetings
- Desire to negotiate and administer collective-bargaining agreements

#### **Qualifications:**

- Effective written and oral communication skills
- Ability to manage and prioritize a heavy workload, and work independently and efficiently
- Willingness and ability to travel throughout Michigan and work irregular hours
- Ability to work in demanding situations
- Strong interpersonal skills and ability to work as part of a team
- Strong computer skills and knowledge of Microsoft Office
- Valid driver's license, automobile and valid automobile insurance

#### **Salary and Benefits:**

The position is a union position and salary is dependent of candidates level of experience. The collective bargaining agreement provides for excellent benefits including health, dental, vision, life insurance, and defined benefit pension plan.

#### **To apply:**

Please email resume and cover letter, with professional references to : Sharon Taylor, President, [staylor@local459.org](mailto:staylor@local459.org)

*OPEIU Local 459 is an equal opportunity employer*