



TRANSPORT WORKERS UNION OF AMERICA • LOCAL 555

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REPRESENTING THE RAMP, OPERATIONS, PROVISIONING, AND FREIGHT AGENTS OF SOUTHWEST AIRLINES

DISTRICT REPRESENTATIVES

Marwyn Hughes
District 1 Representative

Karl Mager
District 2 Representative

Dan Chriss
District 3 Representative

JP Loregnard
District 4 Representative

Yolanda Long
District 5 Representative

Tyler Cluff
District 6 Representative

James Barrett
District 7 Representative

Abilio Villaverde
District 8 Representative

GRIEVANCE STAFF

Curtis Clevenger

Brian Smith

Ryan Wittmuss

Oscar Camara

Troy LaMont

Mike Martinez

POSITION OPENING **ADMINISTRATIVE PROFESSIONAL**

DESCRIPTION:

The Administrative Professionals are responsible for processing and maintaining all grievances for TWU Local 555 via data entry, including communicating with Southwest Airlines, Local 555 District Representatives, Station Representatives, and the membership. This includes scheduling meetings and hearings, managing time frames and research when requested. This position requires confidentiality to be maintained at the highest priority.

QUALIFICATIONS:

- Excellent written/verbal communication skills.
- Ability to effectively work as part of a team.
- Ability to prioritize/multi-task.
- Strong decision making and problem-solving skills.
- Strong organizational skills.

FUNCTIONS:

- Assist the District Representatives with cases as requested.
- Maintain grievance information and supporting documentation concisely.
- Respond to incoming calls, e-mails and voice mails related to grievances.
- Ensure that all grievances are processed within appropriate time frames.

EDUCATION:

- High school Diploma or Equivalent
- Proficient Microsoft Office 365 (MS Word, Outlook, Excel)
- Familiarity of PDF editing (Adobe or Foxit Phantom)
- Data Entry-45 wpm
- Familiarity of the grievance process (desired not required)

Fulltime Position: Located at 1341 W Mockingbird Lane, Suite 1050E, Dallas, Texas 75247 (Must live in the DFW area /Not a Remote position)

Those members in good standing who are interested in applying you will need to submit a letter of interest and a resume. All letters must be sent in no later than August 11, 2023, end of business day. If you have any questions, please contact Dionna Standifer d.standifer@twu555.org or 214 358 5404