

June 26, 2017

## **Temporary Administrative Assistant CUPE Ontario Office**

CUPE Ontario Division is seeking a Temporary full-time administrative assistant.

If you have a deep sense of social justice, have experience or interest in the trade union movement, are a critical thinker and self starter who works well as part of a team, and operates within an anti-racist, anti-oppression framework, then this opportunity is for you.

**External applicants are invited to apply for the position by Monday July 3, 2017 at 5:00pm (EST).**

CUPE Ontario's mission is to advance the lives of 260,000 members all across Ontario, both at work and in their communities, by mounting campaigns for political mobilization, facilitating the coordination of collective bargaining, and fighting for social justice, equality, and against all forms of discrimination.

As Ontario's largest public sector union, we have a deep commitment to strengthen and continue to build public services for the citizens of our province, and we see the fight against privatization as integral to all that we do. We work strongly in coalition with community groups and other unions to achieve our goals. As the political wing of Canada's largest union, political action and equity work are central to all aspects of our action plan which is developed and passed each year directly by the membership of our union.

CUPE Ontario's Political Division is in the process of exciting growth and development and we are looking for individuals with the skills, abilities and stamina to support our political campaigns. CUPE Ontario is committed to building a strong and diverse organization that is reflective of our members and society at large.

### **SUMMARY OF DUTIES**

Applicants should have a very good knowledge of general office work and be able to perform with accuracy and minimum supervision, the following duties, among others:

- Receive incoming calls, place outgoing calls, respond to general enquiries and provide general information to staff and local unions as required;
- Receive, process and distribute incoming and outgoing mail, inventory, and courier deliveries as required;
- Review correspondence and refer to appropriate person or initiate reply as required;
- Receive, process and distribute incoming and outgoing mail, inventory, and courier deliveries as required;
- Respond to member inquiries, maintain good member relations and solve problems ;
- Ensure that membership update forms are entered and updated daily into the database system;
- Maintain accurate and orderly filing systems including updated membership information;
- Prepare reports (MS Word, Excel or other applications) from Member database as needed;
- Attend meetings and take minutes or notes as required;
- Compose correspondence as required;
- Coordinate travel and accommodation arrangements; schedule meetings and appointments as required;

- Coordinate logistics for events;
- Operate fax, postal, copiers and word processing equipment;
- Other related duties as assigned;

## **QUALIFICATIONS**

- We require post-secondary education in a relevant field or an equivalent combination of education and directly-related experience;
- Certification and /or experience relating to special events, meetings or conference management;
- Ability to effectively establish priorities and meet deadlines while working in a high pressure work setting as demonstrated through experience in progressively responsible assignments;
- Experience working with a variety of computer software applications including MS Word and Excel. Advanced word, excel and database processing skills are essential;
- Initiative, demonstrated organizational abilities, a high degree of accuracy, and the ability to work with a minimum of supervision;
- Above average oral and written communication skills in the English language;
- Direct experience with event planning and coordination of all event logistics would be a strong asset;
- Fluency in French, both verbal and written would be a strong asset;

**Conditions of employment are set out in the collective agreement between CUPE Ontario and COPE Local 343.**

**Weekly Salary:** \$1,249.18

**Hours:** 30 hours per week. 6 working hours per day between 9am and 5pm.

This position will begin July 25, 2017 for up to one year and is presently assigned to supporting the Secretary Treasurers' office.

**Applications:** Persons interested should send their resume and covering letter to CUPE Ontario, 80 Commerce Valley Drive East, Markham, Ontario L3T 0B2 attention: Meaghan Dixon, Coordinator of Operations. Applications will be accepted via e-mail at [mdixon@cupe.on.ca](mailto:mdixon@cupe.on.ca) no later than July 3, 2017, at 5pm We thank everyone who takes the time to apply but only short-listed candidates will be contacted. CUPE members are encouraged to identify as such in their cover letter.

*CUPE Ontario is committed to employment equity, and encourages applications from Aboriginal people, persons with disabilities, people from racialized or racial minority communities, immigrants and refugees, Francophones, Lesbian, Gay, Bisexual, Transgendered or Transsexual people, and women.*