

PLEASE POST IMMEDIATELY: HEU ANNUAL WORK OPPORTUNITY 2012

ADMINISTRATIVE ASSISTANTS!

THE HEU ANNUAL Work Opportunity is the opportunity for HEU members to express their interest in working for the union, on a casual basis as an administrative assistant.

THE APPLICATION

If you are interested in being considered for work as part of the Annual Work Opportunity you must:

- ◆ Please submit:
 1. a completed application form
 2. your résumé
 3. and a covering letter
- ◆ submit a résumé detailing your employment history, union experience (both in HEU and the broader labour movement), social activism, whether you have a valid driver's license and a brief summary of your education.
- ◆ mark your envelope "Confidential" and send your résumé to Barb Bryant, Human Resource Department, at the HEU Provincial Office, 5000 North Fraser Way, Burnaby, B.C. V5J 5M3.

PLEASE NOTE: Applications must be received by 12:00 noon on Friday, March 2, 2012. LATE APPLICATIONS WILL NOT BE ACCEPTED.

THE OPPORTUNITY

HEU has 43,000 members and 130 staff.

Working conditions, wages and benefits are excellent. We require relief for permanent staff, as well as temporary positions.

When working for HEU, you must obtain union leave from your employer. You will maintain your seniority and can return to your position.

THE PROCESS

Expressing interest in working for the union does not guarantee you employment. Your application will be considered, and if you are short-listed, you may be called in depending on need, availability, and the nature of the assignment.

If you have not received an acknowledgement of your application within two weeks, please contact Barb Bryant at 604-456-7050 or 1-800-663-5813, local 7050.

HEU is an equal-opportunity employer.

**WORK OPPORTUNITY 2012 CLOSING AT 12:00 NOON
FRIDAY, MARCH 2, 2012**



<i>HEU Office Use only:</i>	<i>Copied to:</i>
<input type="checkbox"/> Y <input type="checkbox"/> N HEU Member <input type="checkbox"/> Entered in Excel <input type="checkbox"/> Acknowledgement email/letter sent <input type="checkbox"/> Notification letter email/lettersent	<input type="checkbox"/> Administrative Assistant Binder

**ANNUAL WORK OPPORTUNITY FOR 2012 – Administrative Assistant
Provincial Office (Burnaby) Site Only**

Deadline: Friday, March 2, 2012 at noon

Facility Name:	Local Name:
Department you are currently working:	Work phone and extension:
Job Title:	Rate of Pay: \$
Last Name:	First Name:
Home Address:	Telephone Numbers: Home phone: Cell/pager:
Postal Code:	e-mail address:

Qualifications for Administrative Assistants: Minimum 50 wpm and must be proficient in Excel and Word.

Please attach your résumé to this form and mail, fax or email to:

ATTENTION: Barb Bryant
Human Resources Dept.
Hospital Employees' Union
5000 North Fraser Way
Burnaby, BC V5J 5M3

Fax: 604-739-1510 (fax sheet enclosed)

Email address: bbryant@heu.org

You will receive confirmation of receipt by email or return mail.

The deadline for applications is: 12:00 noon on Friday, March 2, 2012

If you do not receive confirmation of receipt, or require more information, please call Barb Bryant at: 1-800-663-5813 ext. 7050 or 604-456-7050, or email Barb at bbryant@heu.org.

FAX COVER SHEET FOR THE ANNUAL WORK OPPORTUNITY – 2012

Deadline: Friday, March 2, 2012 at noon

To: Barb Bryant

Fax#: 604-739-1510

Total Pages Faxed: _____ (including cover sheet)

From: _____