



## HOSPITAL EMPLOYEES' UNION

### PROVINCIAL OFFICE:

5000 North Fraser Way, Burnaby, BC V5J 5M3 • TEL: 604-438-5000 • FAX: 604-739-1510 • WEB: [www.heu.org](http://www.heu.org)

January 26, 2012

Secretary-Treasurers

Dear Sisters and Brothers:

**Re: *Annual Work Opportunity for 2012 – Administrative Assistants – Provincial Office***

To facilitate HEU members expressing their interest in working for the Union, enclosed is a copy of the Annual Work Opportunities (AWO) 2012 for administrative assistants. Please **post and circulate this information as widely as possible** to ensure that all members are aware of this opportunity.

Included in the package are the Annual Work Opportunity 2012 guidelines that were developed subsequent to the adoption of Resolution No. 27 at HEU's 1996 Biennial Convention. Also included is an application form and fax cover sheet. Please make extra copies available.

Article 24 of the HEU Constitution and By-Laws states that recruitment for all staff shall be made from the members of the Union wherever possible.

***In this recruitment, we only require staff for administrative assistants; the AWO for servicing representatives was done earlier.***

Please note that the application **deadline is noon on Friday, March 2, 2012**

Please address applications to:

Attention: Barb Bryant  
Human Resources Dept.  
HEU Provincial Office  
5000 North Fraser Way  
Burnaby, B. C. V5J 5M3  
FAX # (604) 739-1510  
EMAIL: [bbryant@heu.org](mailto:bbryant@heu.org)

**All who wish to be considered must submit a full updated résumé outlining all relevant experience and attach it to the application forms.**

**PLEASE NOTE THAT NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED.**

Thank you.

In solidarity,

Bonnie Pearson  
Secretary-Business Manager

Enclosures

