

JOB OPPORTUNITIES FOR MEMBERS



Senior Administrative Assistant

Application Deadline: August 5, 2022

WE ARE LOOKING TO BUILD up our staff team with people who have courage and commitment to help our members win in the workplace and in the community.

We currently have an opening for a temporary full-time Senior Administrative Assistant at our **Nelson** office and we are seeking applications from HEU members with **extensive administrative experience** to fill this casual position.

Summary of Work

The Senior Administrative Assistant provides a wide range of support services to assist with the representation of HEU members, consistent with labour principles and the goals of HEU.

Reporting to the Director of Membership Services, the Senior Administrative Assistant is assigned to work in one of HEU's Regional Offices. The incumbent is responsible for organizational, administrative, and clerical work to support the day-to-day operation of the Union. Working with the Director of Membership Services, the Senior Administrative Assistant coordinates office management and provides direction to Administrative Assistants. The Senior Administrative Assistant is required to determine priorities and carry out tasks independently.

Duties performed by the Senior Administrative Assistant may vary from assignment to assignment. However, the incumbent is expected to perform the full scope of duties within the job description.

Duties and Responsibilities

The general duties and responsibilities of the Senior Administrative Assistant are as indicated but not limited to the following:

- In coordination with the Director of Membership Services, ensures the maintenance of the regional office.
- Provides direction to other Administrative staff and coordinates activities in regional offices with the Director of Membership Services.
- Compose documents, produce and proofread a variety of documents including correspondence, collective agreements, proposals, reports, and briefs.
- Set up and maintain both electronic and hard copy filing systems including archiving and disposing of as required, maintains updated reference materials; keeps accurate records including grievance logs, contact information, and calendars of assigned staff.
- Provide research support, maintaining and using appropriate databases, search engines, and sites, retrieve information and reports, and generate and maintain basic spreadsheets.
- Perform reception duties; receive and direct calls, greet and direct visitors, provide general information, review and distribute email and correspondence.

- Perform mailroom duties, including document production.
- Coordinate travel and accommodation for staff and members.
- Provide support for conferences and workshops, make meeting and appointment arrangements and provide clerical support as required.
- Maintain up-to-date knowledge of HEU policies, programs, and campaigns.

Qualifications and Experience

- Five years of related work experience, ideally in a union environment.
- Post-secondary education in a relevant field or an equivalent combination of education and experience.
- General knowledge of administrative procedures and office organization.
- Excellent proofreading skills and attention to detail.
- Effective and respectful communication skills (written, oral, and listening).
- Ability to perform internet research, and use and maintain databases.
- Keyboard accurately at 50 WPM.
- Proficient in working with MS Word, Excel, PowerPoint, and Outlook, and prepared to work with updated versions of this software and the ability to use new software.
- Proficient in the operation of all office equipment.
- Ability to solve problems and maintain confidentiality.
- Commitment to labour principles and the goals of HEU.
- Ability to work as a member of a team.
- Ability to work under pressure and prioritize work.

Working Conditions

May be required to work some evenings and weekends and may be required to travel.

To Apply

Please email your resume including your local, updated address and a detailed letter, outlining how you meet the qualifications and experience criteria for the position, to jobapplication@heu.org (*subject line: Temp. Senior Admin. Assistant, Nelson - Your Name*) by **August 5, 2022**.

Selection Process

Only candidates who demonstrate they meet all of the qualifications and experience criteria will be interviewed/tested. Candidates who are not successful in the interview/testing will be notified by email and will, upon request, be provided with feedback on their performance in the interview process.

This position is in the HEU/PEA-HESU Chapter bargaining unit and covered by the HEU/PEA-HESU Collective Agreement.

HEU is an equal opportunity employer. We are committed to being a workplace that is free of discrimination, values diversity, and is representative of the communities we serve.

We strongly encourage applications from members who identify as Indigenous, people of colour, women, people with disabilities, young workers, and 2SLGBTQ+. If you have any questions, please email them to jobapplication@heu.org.