

Employment opportunity: Administrative Assistant



Are you an Administrative Assistant interested in working for a progressive health care union with a large and diverse membership and a broad social justice mandate?

The Hospital Employees' Union is looking for skilled individuals to fill full-time and casual **Administrative Assistant** positions at its Prince George office.

The Role

The Administrative Assistant provides a wide range of support services to ensure effective representation of HEU members. Reporting to the Manager, Administration, the Administrative Assistant performs organizational, administrative, and clerical work to support the day-to-day operation of the Union. Assigned to assist a number of HEU staff, the Administrative Assistant is required to exercise initiative in organizing and executing their duties. Duties performed by an Administrative Assistant may vary from assignment to assignment. However, the incumbent is expected to perform the full scope of duties within the job description.

Principal Duties and Responsibilities

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

- Compose (basic 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, maintain updated reference materials, keep accurate records including grievance logs, contact information, and calendars of assigned staff.
- Provide research support maintaining and using appropriate databases, search engines, and sites, retrieving information and reports, and generating and maintaining basic spreadsheets.
- Perform reception duties; receive and direct calls, greet and direct visitors, provide general information, review and distribute emails and correspondence.
- Perform mailroom duties, including document production.
- Arrange 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

- Two 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).
- Experience performing basic internet research and using and maintaining 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 to learn to use new software.
- Proficient in the operation of all office equipment.
- Ability to maintain confidentiality and show sound judgement.
- Commitment to labour principles and the goals of HEU.
- Ability to work as a member of a team.
- Ability to work under pressure and to prioritize work.

Working Conditions

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

This is a unionized position. Compensation is based on a collective agreement and includes generous vacation time and benefits, including a defined benefit pension plan. The current annual salary for this position is \$80,964.00

About HEU

Since 1944, the Hospital Employees' Union has advocated for better working and caring conditions, defended public health care, and stood against privatization. We have a long history as a strong, democratic, progressive, socially conscious union committed to social justice and advancing labour and human rights on a local and global level. We identify and challenge historical and systemic inequities and hear, respect, serve, empower, and advocate for each and every member. Together we fight for fairness, solidarity, equity, inclusion, and understanding, knowing that our members' economic security depends on our success.

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 encourage applications from qualified people of all equity-seeking groups, including Indigenous persons, Black persons, racialized persons, persons with disabilities, all gender expressions and identities, and sexual orientations.

Interested in working with us? Here is how to apply.

Please send your resume and cover letter to: **Jobapplication@heu.org (subject line: PG Administrative Assistant – (Casual or Full-Time) – (Your Name) by 5:00 PM, Friday, April 24, 2026.**

Applications will be reviewed as received.

Please note that due to the anticipated volume of applications, we will only be responding to applicants selected for an interview.