

JOB OPPORTUNITIES FOR MEMBERS



Administrative Assistant

Application Deadline: September 29, 2017

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.

When you work as an Administrative Assistant for the Hospital Employees' Union you are a part of an organization working for better working and caring conditions in B.C.

We are seeking applications from HEU members with **extensive administrative experience** to fill casual Administrative Assistant positions at our Victoria Office site.

Summary of Work

The Administrative Assistant provides a wide range of support services to ensure effective representation of HEU members.

Reporting to the Administrative Manager, 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 her/his 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.

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.
- Sets up and maintains both electronic and hard copy filing systems; maintain 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, retrieving information and reports, and generating and maintaining basic spreadsheets.

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- Perform reception duties; receiving and directing calls, greet and direct visitors, provide general information, review and distribute email 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 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 evenings and weekends and may be required to travel.

To Apply

Please email your resume and a detailed letter, outlining how you meet the qualifications and experience criteria for the position, to Patti da Silva at pdasilva@heu.org by **September 29, 2017**.

Selection Process

Only candidates that meet all of the qualifications and experience criteria will be interviewed/ tested.

Candidates that are not successful in the interview/testing will be notified by email and will, upon request, be provided with a full review of their performance in the interview process and a plan for overcoming the performance gaps going forward.