

Copied to:
Administrative Assistant Binder
Finance Clerk Binder
Systems Administrator (IT) Binder

ANNUAL WORK OPPORTUNITY FOR 2016 Administrative Assistant, Finance Clerk and Systems Administrator (IT) Provincial Office (Burnaby) Site Only

Deadline: Friday, March 25, 2016 at noon

Facility Name:	Local Name:
Department you are currently working:	Work phone and extension:
Casual Position(s) you are applying for:	Job Title:
Admin. Assistant	
Finance Clerk	Rate of Pay: per/hr.
Systems Administrator (IT)	

Last Name:	First Name:
Home Address:	Telephone Numbers:
email address:	Home phone: Cell/pager:
Qualifications for Administrative Assistant:	Qualifications for Systems Administrator (IT):
Minimum 50 wpm and must be proficient in	Grade 12 including/supplemented by post-
Excel and Word.	secondary courses, training in computer technologies with 3 years related experience
Qualifications for Finance Clerk:	or an equivalent combination of education,
Minimum 3 years' experience in an accounting/finance role; proficiency in Excel with accounting software; and an	training and experience. Microsoft certificate would be an asset.
intermediate knowledge of principles, methods and	
procedures of accounting. Good communication and	
problem-solving skills.	

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

ATTENTION: Patti da Silva Human Resources Dept. Hospital Employees' Union 5000 North Fraser Way Burnaby, BC V5J 5M3 Fax: Phone: Email: 604-739-1510 (fax sheet enclosed) 604-456-7051 pdasilva@heu.org

You will receive confirmation of receipt by email/ mail by Friday, April 1st at 4:00 p.m.

If you do not receive confirmation of receipt, or, require more information, please call Patti da Silva at: 604-456-7051, or email Patti at pdasilva@heu.org.

ame:	Local:	
Shop Steward	from:	to:
Chief Shop Steward	from:	to:
Executive Member	from:	to:
Site Rep.	from:	to:
OH&S Rep.	from:	to:
HEU Committee Member	Name Committee:	
	from:	to:
Other Activism Work:	from:	to:
		to:
	from:	to:
	from:	to:
Union Education Courses:	Date:	
Intro Shop Steward		
Advanced Shop Steward		
Know & Enforce Your Righ	nts	
Intro OH&S		
Advanced OH&S		
Classification		
Facilitators		
Summer School		
Organizing Workshop		

The deadline for applications is noon on Friday, March 25, 2016

If you have any questions about the process of working for HEU, please call Patti da Silva at 604-456-7051 or 1-800-663-5813 local 7051.

FAX COVER SHEET FOR THE ANNUAL WORK OPPORTUNITY - 2016

Deadline: Friday, March 25, 2016 at noon

To: Patti da Silva

Fax#: 604-739-1510

Total Pages Faxed: _____ (including cover sheet)

From: _____