

ADMINISTRATIVE ASSISTANTS, SYSTEMS ADMINISTRATORS (IT) and FINANCE CLERKS !



WORK FOR
Your union!

THE HEU ANNUAL Work Opportunity

is the opportunity for HEU members to express their interest in working for their union, on a casual basis as everything from an administrative assistant and systems administrator to finance clerk **in our Provincial Office in Burnaby.**

THE APPLICATION

If you are interested in being considered for work as part of the Annual Work Opportunity, **you must submit:**

1. a completed application form
2. your résumé

Your résumé should detail your employment history, union experience (both in HEU and the broader labour movement), social activism, whether you have a valid driver's license and summarize your education.

Please see page one for qualification requirements for each job description. Finance applicants must currently be working in a finance position at their workplace.

Email your application package to Patti da Silva at <pdasilva@heu.org>.

**PLEASE NOTE: LATE APPLICATIONS
WILL NOT BE ACCEPTED.**

**ANNUAL WORK OPPORTUNITY 2016
CLOSES AT NOON ON
FRIDAY, MARCH 18, 2016**

THE OPPORTUNITY

HEU has 46,000 members and 130 staff.

Working conditions, wages and benefits are excellent. We require relief for permanent staff, as well as temporary positions.

When working for HEU, you must obtain union leave from your employer. You will maintain your seniority and can return to your position.

THE PROCESS

Expressing interest in working for the union does not guarantee you employment. Your application will be considered, and if you are short-listed, you may be called in depending on need, availability, and the nature of the assignment

If you have not received an acknowledgement of your application by Friday, March 25th at 4:00 p.m., please contact Patti da Silva at 604-456-7051 or 1-800-663-5813, local 7051.

HEU is an equal-opportunity employer.

