



**Application deadline: February 27, 2026**

**Employment Type:** 18- month term, Full-Time (Maternity Leave Coverage)

**Title of Position:** Administrative Assistant, NCR Region

**Location:** Ottawa, Ontario

**Linguistic Profile:** Bilingual Imperative (English and French)

**Salary:** \$78,864 to \$85,286 plus \$1,400 bilingual bonus

**Area of Competition:**

1. CEIU employees.
2. Employees of the PSAC and its Components.
3. Members of COPE Local 225.
4. Members of CEIU (including Life Members).
5. General public.

**NOTE:**

- Please note that while applicants from other regions are welcome to apply, they would assume the cost and responsibility of relocation if they were successful in this process. Any costs incurred by the candidates to attend the interview will be at their own expense.
- In keeping with the Collective Agreement between CEIU and COPE, Local 225, preference shall first be given to qualified applicants who are employees of the CEIU, followed by employees of the PSAC and its Components, followed by members of the bargaining unit who do not work for CEIU, followed by members of CEIU, and subsequently to the public.
- This position is a temporary maternity leave backfill, and continuation beyond the term is not guaranteed.

**Employment Equity:**

The CEIU as an Employment Equity employer encourages applications from equity group members. CEIU is committed to the hiring of qualified candidates from the following equity groups as defined by CEIU/COPE: women, racially visible, First Nations, Métis, Inuit, persons with disabilities, LGBTQ2+.



**Purpose of the Position:**

As part of the National Capital Region (NCR) Regional Union Office (RUO) team, the Administrative Assistant provides comprehensive administrative services that enables the Regional Union Office to fulfill its role in a timely and credible manner. Under the direction of the CEIU Senior Administrative Assistant maintains the administrative aspects of the RUO, carry out a wide variety of administrative, secretarial, and clerical responsibilities to ensure efficient operation of the RUO and CEIU.

The incumbent also functions as a backup to the National Office Administrative Assistant (NOAA) as the receptionist for CEIU, screening and directing calls and visitors to the National Office and provides, as required, administrative support to senior staff at the CEIU National Office. The incumbent could also provide support during the months leading to the CEIU National Triennial Convention.

**Key Duties:**

Reporting to the CEIU Senior Administrative Assistant, the successful candidate will be responsible for:

- Assisting the National Vice-President (NVP) in preparing and distributing communications for locals and/or regional council.
- Receiving all grievances and complaints and setting up systems to process mass or special group grievances, retrieves proper background material for case presentation or correspondence for the National Union Representative(s) (NUR);
- Maintaining filing system and maintaining BF system as required.
- Checking that all pertinent sections are completed and correcting any discrepancies or requesting additional information by contacting the local steward concerned or the grievor.
- Vetting phone and email inquiries (from general inbox) from all locals and assigning to NURs.
- Obtaining costs for hotel and facilities and travelling to and from such meetings and making bookings on basis of approved budget;
- Performing administrative functions including minute taking at conferences, meetings and events when requested and approved as well as assisting with national or other regional conferences, meetings, and event, when requested.
- Performs other office functions as required.

**Qualifications:**

- Completion of a post-secondary diploma or certificate in Office Administration, Business Administration, or a related field, or an equivalent combination of education and relevant work experience;
- Three to five years' experience in an administrative support role;



- One to three years' experience in a similar capacity;
- Experience with the following computer systems including: Windows, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Unionware, Adobe Acrobat and scanner software;
- Experience with a variety of office equipment including: photocopier, fax machine, postage meter, multi-line phone system, phone headsets, Polycom conference phones, scanners and building security systems.
- Strong interpersonal skills with the ability to work courteously and cooperatively with management, members and external stakeholders;
- Ability to communicate effectively, both orally and in writing including the ability to relay information in a clear/concise manner;
- Excellent time management skills; including planning, prioritizing and multi-tasking to meet multiple deadlines.
- Ability to maintain a high level of confidentiality and exercises sound judgment;
- High degree of initiative;
- Ability to work independently and as part of a team, and taking initiative as required;
- Knowledge of the overall structure of CEIU and PSAC
- Knowledge of UnionWare would be an asset.
- Experience working in a unionized environment would be an asset.
- Lifting of up to 20 lbs; items include banker and paper boxes, pamphlets, printers, laptops, and fax machines;
- Travel is required as needed, both regionally and nationally.

**Application:**

Applicants should send a cover letter (no more than 2 pages) and their resume (no more than 3 pages) detailing how their work experience and qualifications relate to this position as this will provide the basis for interview selection.

Please send your resume and cover letter in confidence to Human Resources ([hr@ceiu-seic.ca](mailto:hr@ceiu-seic.ca)) by **January 30, 2026, at 4:00 p.m. (EST)**.

We thank all interested candidates, however, only those selected for an interview will be contacted.

*Please note that applications are reviewed by members of our hiring team. We do not use artificial intelligence or automated decision-making tools to screen, assess, or select candidates.*