



JOB POSTING

January 11, 2023

Permanent Full Time Administrative Assistant

The Service Employees International Union (SEIU) is the largest and fastest growing union. SEIU-West represents more than 13,000 working people in the province of Saskatchewan. They work in health care, education, municipalities, community-based organizations, retirement homes and other sectors.

Department: Operations (Saskatoon location)

Status: Permanent Full Time (PFT)

Scope of Hours: This position will be required to provide permanent coverage of 7.5 hours per day, 37.5 hours per week in the Saskatoon Office.

Salary information: The hourly rates are \$24.23, (Step 1, Operations Staff 1), \$26.03, (Step 2, Operations Staff 1).

Essential Nature of the Work: Reporting to the Director of Operations, this position provides essential reception and administrative assistance to ensure the smooth operation of daily activities, particularly those related to the Saskatoon office of SEIU-West. As a first point of contact, this position plays a key role in providing the highest level of service to the membership of SEIU-West. It requires the ability to work independently and receive general supervision. The position emphasizes teamwork and the provision of excellent, efficient and friendly support. It is driven by constant deadlines, continuous changes and shifting priorities.

Typical Duties: As the first point of contact in the Saskatoon office, this position will provide reception and administrative duties, and respond to inquiries and requests in a prompt, professional and thorough manner; manage routine tasks such as sorting and distributing the mail, ordering supplies, distributing correspondence, filing, booking meeting rooms, and arranging office keys and parking; create, edit, proofread, update and maintain complex office documents (collective agreements, forms, letters, memos, charts, posters/flyers, presentations, etc.), and other similar tasks as assigned; provide support to staff in other offices and departments as needed; plan and coordinate meetings registration duties for conferences and special events; coordinate travel, secure vehicle rentals and arrange booking for flights and hotels.

Qualifications/Education: Completion of Grade 12 and a recognized one year post-secondary business/administrative program. An equivalent combination of education and experience may be considered.

Experience: A minimum of two years' experience working in a fast-paced, multifaceted office environment is desired. Previous experience working in a trade union environment would be beneficial.

Only successful candidates will receive a confirmation email to attend an interview.

Terms and conditions of employment, including salary, are governed by the applicable collective agreement. Please apply no later than **5:00 p.m. Wednesday, January 18th, 2023** to:

Joylene Mora, Interim Director of Operations, SEIU-West
#200 – 747 46th Street West, Saskatoon, SK S7L 6A1
Fax: 306.652.1392, E-mail: Joylene.mora@seiuwest.ca