



CUPE ALBERTA DIVISION ADMINISTRATION AND SUPPORT

Temporary Position

Purpose

This position reports to the CUPE Alberta Division President and the CUPE Alberta Division Executive. The Division Administration and Support personnel assists with the day-to-day operation of the office and provides administrative and clerical support including, but not limited to, word processing, disseminating information, and determining workflow priorities.

Summary of Duties

Applicants should have a very good knowledge of general office work and be able to perform with accuracy and minimum supervision, the following duties, among others:

Set up, compose, type, proofread and process to completion, and where required, send for translation: correspondence, reports, campaign proposals, presentations, news releases, forms, and other documents on a timely basis. Initiate follow-up where required.

Receive, screen and direct calls, respond to general enquiries and provide general information to Division Executive, CUPE National Staff, COPE Staff, local unions, labour activists, labour allies and the general public.

Receive, process and distribute incoming mail and e-mail; review correspondence and refer to appropriate person(s), scan and forward if necessary; initiate reply as required in a timely fashion; process outgoing mail and courier deliveries according to shipping requirements.

Perform receptionist functions such as responding to or directing telephone inquiries to appropriate Division Executive members; receiving and welcoming visitors and adhering to security sign-in procedures.

Coordinate travel and accommodation arrangements ensuring adequate timing of schedules for Division Executive members.

Coordinate conferences, workshops, meetings, and appointments; may include registration of participants, where required; attend meetings/conferences and take minutes as required; photocopy and compile material/documents.

Produce and prepare materials for conferences, workshops, meetings, etc. and, where required, maintain an inventory of regular materials.

Maintain accurate filing systems (electronic and hard copy) including archiving and disposing as required; maintain orderly and updated library reference materials and maintain records and mailing contact lists.

Assist, where required, in the operations of the office: maintaining appropriate inventory of office supplies, material, equipment and office furniture; processing and verifying orders, monitoring office security and emergency systems.

Create and/or maintain, update, perform searches, retrieve information, and generate reports as necessary.

Receive, verify, and process invoices for payment and prepare and print Cheques for review and signing by officers with signing authority.

Monitor petty cash expenditures, maintain adequate receipts and records for accounting purposes, and ensure that petty cash funds are replenished on a timely basis, as required.

Disseminate information as appropriate, and where required, post most current information on the CUPE Alberta Division website.

Perform other related duties, as assigned.

Qualifications

Two years related work experience, ideally in a union environment preferred;

Business or Community College graduate in a relevant field is an asset;

General knowledge of:

administrative policies and procedures;

CUPE political and organizational structure;

and understanding of trade union values and principles;

and understanding of diversity and inclusion principles;

Internet research techniques;

databases and data management;

basic accounting, bookkeeping, or business math.

Ability to:

speak and write at an above average level in English;

communicate and collaborate effectively in a respectful and cooperative manner with the public, and with diverse Division Executive, CUPE staff, COPE staff, CUPE members, contractors, etc.;

perform basic mathematical functions;

work with minimal supervision;

maintain confidentiality;

meet deadlines and/or establish priorities while working in a high-pressure work setting;

work with a high degree of accuracy;

exemplify good organizational skills;

solve problems, identify, and correct discrepancies, and follow guidelines, where applicable;

keyboard/type at 50 wpm;

use advanced MS Office Suite and learn new software

Hours of Work:

30 hours per week Monday to Friday.

Unpaid 30 minute rest break daily and a paid 15 minute break.

Schedule to be determined by the CUPE Alberta Division President.

Hiring Method:

This is an internal posting advertised to all CUPE Locals in Alberta and the position will be filled through a direct book-off (secondment / union leave of absence). Applicants from affiliated Locals will be considered first.

Location:

This position will be located at the CUPE Alberta Regional Office 600 South, 10130 – 112th Street NW Edmonton, Alberta T5K 2K4. Underground Parking is provided.