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Prince Edward Island Union of Public Sector Employees

Job Opportunity Information Technology Coordinator

(Temporary one year assignment with possibility of extension)

The 5000 member union with its head office in Charlottetown, PEI is seeking to fill the temporary position of Information Technology Coordinator. The position requires experience, knowledge and skills in the area of administrative support with additional experience in the field of Information Technology.

Duties include:

- Provision of all aspects of clerical and administrative support
- Programing and maintaining an electronic computer filing system
- Maintenance of all IT equipment, software, and trouble shooting
- Maintenance of the Union's web page

Minimum Qualifications:

Successful completion from a recognized post-secondary institution in business administration or office administration with additional training or course work in information technology or computer science.

Asset Qualifications:

- Ability to perform administrative duties as required by the organization.
- A proven record of work in a professional environment with demonstrated ability to work in a fast paced organization with minimal supervision;
- Strong abilities to trouble shoot, support and maintain all IT requirements;
- Preference will be given to those qualified candidates who identify as members of a PEI UPSE bargaining unit.

Salary as per the Public Sector Employee Staff Union collective agreement (under review).

Please submit cover letter and resume in envelope marked CONFIDENTIAL to:

UPSE Staff Relations Committee , c/o Wilma Lewis Committee Chair

4 Enman Crescent, Charlottetown PE C1E 1E6

or by email: wilmamlewis@gmail.com

Deadline for receipt of applications is 4:00 p.m. on Monday, June 9, 2014