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Prince Edward Island Union of Public Sector Employees

Job Opportunity (to create a list): Casual General Administrative Worker

OPEN ONLY TO MEMBERS IN GOOD STANDING OF A PEI UPSE BARGAINING UNIT

The 5000 member union with its head office in Charlottetown, PEI is creating a list of interested applicants for front office positions on a casual basis not to exceed two months. The list will be used to fill the positions of General Office Clerk, Membership Records Coordinator, Education and Meetings Coordinator and Technology and Accounting Coordinator on an on-call casual basis. Work is to be carried out under the general direction of the President and Senior Staffing Officer.

Duties include but are not limited to:

- receive telephone calls and visitors and provide routine information or refer inquiries to the appropriate staff or elected official(s) and record this information on the data base
- typing, including the typing of agreements for various bargaining units, minutes of meetings and other documents as requested
- assist with proof-reading of agreements, minutes, lists and other documents for grammatical and typographical accuracy and compliance with established procedures
- attendance at meetings for the purpose of taking minutes and distribution of minutes to the appropriate persons after they have been approved
- assist with the preparation of material for the Annual General Convention
- assist in the preparation of workshops seminar or courses on specific topics
- accurate filing of correspondence and publications
- assist in setting up of meeting room for Board Meetings and other meetings as required
- preparation and distribution of various meeting notices, letters and agendas including various distribution methods including e-mail, fax and inter-office and general mail
- creation of any presentations which may be required by the Employer
- make travel arrangements for staff, the President and UPSE members for out of province travel

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Skills and Abilities:

- completion of a recognized program in business administration, office administration or accounting technology
- strong organizational skills
- ability to communicate well with public and membership both verbally and written
- ability to take initiative and exercise good judgement and work with very little supervision
- demonstrated commitment to the labor movement and/or social justice organizations
- excellent verbal and interpersonal skills required
- ability to learn quickly, work well in a team environment and handle multiple projects and tight deadlines
- ability to travel throughout the province and carry a valid driver's license
- strong skills and abilities to perform administrative duties

Knowledge of the PEI UPSE organization, the bargaining units that it represents, and the ability to work independently with minimal supervision is required. Preference will be given to those qualified candidates who identify as members of a PEI UPSE bargaining unit.

Terms and conditions:

Wages and benefits as per the collective agreement between the PEI Union of Public Sector Employees and Local 864 of the United Food and Commercial Workers Union.

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

UPSE Staff Relations Committee, Wilma Ramsay, Committee Chair
4 Enman Crescent,
Charlottetown PE C1E 1E6
e-mail: upsejobs@peiupse.ca

Deadline for applications is Tuesday August 2, 2016