

Employment Opportunity

Administrative/Financial Assistant

Temporary Position

Date of Posting: February 27, 2019

The PEI Federation of Labour is seeking applications from qualified individuals to provide administrative/financial support to its organization. This is a temporary position with a tentative start date of April 1, 2019 until March 2020 with the possibility of extension. The successful applicant will be a member of CUPE Local 1770-7.

Duties:

To provide general secretarial support including telephone/reception inquiries; typing, data entry; open and sort mail; make travel arrangements; maintain up-to-date lists and records; organize meetings and events, educational sessions, and Annual Convention. Financial support includes administer of accounts, review invoices and issue payments, assist Treasurer in annual budget preparation and payroll. Other duties as assigned by President.

Qualifications:

Grade 12 graduate plus successful completion of a recognized secondary program in related field required, or a combination of related educational and experience; working knowledge and experience in computers and computer systems; WordPerfect and Microsoft software, Simply Accounting, email programs, internet and ability to post to and update Facebook page. The applicant will be well organized, work well with others, and possess strong oral and written communication skills and also work well alone. Must be detail oriented and meet regular deadlines. Background knowledge of the labour movement would be considered an asset.

Hours of Work: 30 hours/week (9 am - 12 noon & 1 - 4 pm) Monday to Friday
Salary: \$18.00/hr (as per Collective Agreement)
Closing Date: March 10, 2019

Please submit a letter of application and resume with references by March 10, 2019 to the PEI Federation of Labour, 326 Patterson Drive, Charlottetown, PE C1A 8K4 or by email at peifed@pei.aibn.com

We thank all applicants for their interest. Only those selected for interview will be contacted.