

Revised Full Time Executive Assistant

Join our dynamic team responsible for our Membership, providing union service up to 3400 members. The Amalgamated Transit Union Local 569 is seeking a full time organized and driven Executive Assistant to:

- Provide administrative support to the President/Business Agent, along with 3 other Assistant Business Agents
- Managing and maintaining the local's Facebook and local union website
- Coordinate office activities including maintaining a central filing system, assist in recording of activities on all confidential labour relations matters, organize mail-outs and functions for the membership
- Maintain a professional identity in the workplace
- Provide reception coverage and assist members

Qualifications:

- Grade 12 or equivalent combination of education and experience including business subjects with emphasis on general office practices or completion of an appropriate certificate or administrative diploma
- Minimum of 2 years of diversified word and information processing experience including preparing correspondence, telephone and reception duties
- Proficiency with Microsoft Office Suite (Word, Excel & Outlook)
- Ability to learn in-house software applications and programs quickly
- Excellent communications skills, both verbal and written
- Understanding of basic accounting/bookkeeping practices
- Ability to work independently and actively participate as a team member
- Attention to detail and accuracy in regards to preparing documents as well as data entry

Hours of Work: Full-time 37.5 Hours Weekly

Salary Range: \$30.00 during 3 month probation period - negotiable thereafter

Location of Work: 10540 108 Street

Posting Date: January 2, 2020

Closing Date: January 24, 2020

Equal opportunity, non smoking environment

Please submit your resume outlining your skills suitable for the position to Amalgamated Transit Union Local 569 at office@atu569.ca