

Full Time Office Administrator

The Amalgamated Transit Union Local 569 is seeking a full time organized and driven Office Administrator. The position of the Office Administrator is accountable to the Executive Board, and reports to the President/Business Agent or delegate.

The Office Administrator will, under minimal supervision, display a high level of initiative, apply outstanding organizational skills, and demonstrate competence in the following general areas:

- Basic accounting and advanced bookkeeping.
- Audit Procedures.
- Complex and varied Payroll.
- Administrative support to the President/Business Agent, and the Executive Board.
- Managing a complex custom database.
- Responsible for generating various internal and external reports.
- Coordination of office activities including maintaining a central filing system, assisting in recording of activities on all confidential labour relations matters, and organizing mail-outs and functions for the membership.

Qualifications:

- Minimum of 2 years of diversified word and information processing experience, including preparing correspondence, telephone, and reception duties.
- Sage Level 2 certification and knowledge of Sage Pro.
- Expert with Microsoft Office Suite (Word, Excel & Outlook)
- Ability to learn in-house software applications and programs quickly.
- Excellent communications skills, both verbal and written.
- Ability to work independently and actively participate as a team member.
- Attention to detail and accuracy in all work areas.

Hours of Work: Actual hours of attendance are negotiable, but generally, this is a 40 hours per week job, working days with weekends off.

Salary Range: Salary will vary with experience but expected start will be \$33.75/hour; generous benefits package including medical and dental coverage, vacation, holiday and sick leave, pension equivalent.

Location of Work: 10540 108 Street

Posting Date: February 01, 2022

Closing Date: February 18, 2022

Equal opportunity, nonsmoking environment

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