



Employment Opportunity

United Food and Commercial Workers (UFCW) Local 401

Administrative Assistant - Edmonton

The United Food and Commercial Workers (UFCW) Local 401 is Alberta's largest private sector union with 32,000 members working in diverse industries such as retail, food processing, beverage production, hospitality, gaming, and education. We are part of the 1.3-million-member United Food and Commercial Workers International Union, representing working people across North America.

Our growing local union is currently seeking an **Administrative Assistant** to work out of our Edmonton Office.

The role requires excellent interpersonal and communication skills with the ability to multitask and adapt in a fast-paced environment. The successful candidate will be very innovative, organized, and self-motivated with solid experience in driving different content types to enterprise audiences across multiple channels.

We offer a highly competitive compensation package with lots of opportunity for interesting and challenging work.

JOB DESCRIPTION

UFCW Local 401 requires a new Administrative Assistant with responsibilities covering a wide variety of communication and clerical office duties in support of the local administration. The responsibilities will include coordinating and communicating office activities, data entry, greeting and screening visitors, answering, and referring inbound telephone calls and scheduling appointments. The Administrative Assistant will also be responsible for administrating local union correspondence and providing administrative support to the Union Labour Relations Officers.

Communications Department Support

- Provide assistance in the area of communications support and basic communications
- Pulling data and updating system (MailChimp, Hustle, Survey Monkey)
- Formatting and editing external and internal communications

MINIMUM REQUIREMENTS

- 2 – 5 years of administrative experience.
- Ability to type at 30 -50 WPM.
- Computer literate with proficiency in Microsoft Office products, including Word Teams, Excel, and Outlook.

OUR IDEAL CANDIDATE WILL POSSESS:

- Strong time-management, organization and communication skills, ability to take direction, goal oriented and strong attention to detail.
- Strong written communication skills in the English language.
- Ability to deal with confidential and time-sensitive issues in a professional manner.
- Great interpersonal skills and ability to work as a team.
- Experience with data base or CRM maintenance
- Working knowledge of Mailchimp, Hustle and Survey Monkey
- Familiarity with organizing files, managing calendars, hotel booking, and travel arrangements.
- Knowledge of videoconferencing, fax, and other office equipment.
- Performing transcriptions from time to time.

Assets:

- Ability to communicate in a second language.
- A university or college education or degree in a relevant field.

REMUNERATION

Remuneration and terms and condition of employment for this position are covered by a Collective Agreement. Benefits, vacation, and pension as per the Collective Agreement.

SUBMISSION INSTRUCTIONS:

Please forward applications to UFCW Local 401 by email to jobapplication@ufcw401.ab.ca by end of business day on July 8, 2022. Be sure to highlight any assets and qualifications that you will bring to this position.

Only candidates selected to be interviewed will be contacted, though we thank and appreciate all interested applicants.