



Employment Opportunity

United Food and Commercial Workers (UFCW) Local 401

Administrative Assistant - Calgary

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 Calgary Office. This role will support our WCB Department and Legal Department.

Excellent organizational skills, interpersonal skills and attention to detail are essential in this role.

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

JOB DESCRIPTION

Duties include, but are not limited to:

- Preparing new WCB claims
- Indexing all documents to worker claim files
- Releasing files and file updates to workers, representatives and legal counsel as requested
- Adhering to related policy and procedure
- Drafting and reviewing various types of correspondence, co-ordinate the flow of information, update calendar and respond to routine inquiries
- Review and proofread outgoing documents to ensure they are correct and comply with legal procedures
- Manage lawyers' diary and electronic calendar
- Arrange member appointments, schedule meetings, arbitration hearings and mediations
- Complete member file openings, file set-up and maintenance, file retrieval and closure as requested by the lawyer
- Providing general administrative support duties

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

Applicants must have successful completion of a two-year college diploma, with major course work in legal administration or office administration. Experience in an office environment engaged in frontline service delivery is required. Must have demonstrated abilities in data entry and retrieval using electronic databases combined with proficiency in the use of Microsoft Office programs. Strong organizational skills is required.

Bilingual would be considered an asset.

Demonstrated equivalencies will be considered and must be articulated in the application process.

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
- Familiarity with organizing files, managing calendars, hotel booking, and travel arrangements.
- Knowledge of videoconferencing, fax, and other office equipment.
- Detailed records maintenance skills
- Preference will be given to a candidate with legal assistant / paralegal background with knowledge of WCB procedures and /or labour and employment law.

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 March 20, 2023. 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.