



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 successful candidate should have exceptional interpersonal and communication skills with the ability to manage a diverse, high-volume workload to meet deadlines and changing demands. 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

Duties include, but are not limited to:

- Works with other Administrative Assistants in the organization to ensure coverage and administrative support requirements are met throughout teams and other ad hoc duties as assigned.
- Coordinating and communication office activities, data entry, greeting and screening visitors, answering and referring inbound telephone calls and scheduling appointments
- Complete member file creation, maintenance, correspondence and deadline assistance, accurate filing of both electronic and physical records, and file completion.
- Adhering to related policy and procedure
- Provide administrative support to the Union Labour Relations Officers by managing calendars, scheduling meetings, and drafting local union correspondence.

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

- Ability to type at 30 -50 WPM.
- Computer literate with proficiency in Microsoft Office products, including Word Teams, Excel, and Outlook.
- Experience in an office environment and administrative roles for a period in excess of 2 – 5 years
- Must have demonstrated abilities in data entry and retrieval using electronic databases
- Strong correspondence drafting / editing skills
- Preference will be given to candidates with a legal assistant / paralegal background with knowledge of labour and employment law

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.

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 Monday, November 4, 2024. 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.