



Employment Opportunity

United Food and Commercial Workers (UFCW) Local 401

Administrative Assistant - Edmonton

United Food and Commercial Workers (UFCW) Local 401 is Alberta's largest private-sector union, representing over 32,000 members working in retail, food processing, beverage production, hospitality, gaming, education, and other sectors. UFCW Local 401 is affiliated with the 1.3-million-member United Food and Commercial Workers International Union, representing workers across North America.

UFCW Local 401 is currently seeking a highly skilled and motivated Administrative Assistant to work in-office out of our Edmonton office, with primary responsibility for supporting the Collective Bargaining and Legal Departments.

This is a fast-paced, unionized environment requiring strong organizational skills, discretion, and the ability to manage competing priorities while supporting critical representational work for members.

POSITION OVERVIEW

The successful candidate will provide comprehensive administrative support to union staff, negotiators, and legal counsel. This role requires excellent communication skills, strong attention to detail, and the ability to work independently while collaborating closely with a broader administrative team.

HOURS OF WORK

Monday to Friday, 8:00 a.m. to 5:00 p.m.
In-office work at the Edmonton location

KEY RESPONSIBILITIES

General Administrative Support

- Work collaboratively with other Administrative Assistants to ensure office coverage and continuity of administrative support
- Coordinate day-to-day office activities including reception duties and scheduling
- Maintain accurate electronic and physical records
- Create, maintain, and close member files
- Adhere to internal policies and strict confidentiality standards

Collective Bargaining & Legal Department Support

- Support negotiators, labour relations officers, and legal counsel
- Draft, edit, and proofread correspondence, MOAs, and CBAs
- Prepare bargaining proposals and binders
- Coordinate ratification votes and other member voting processes
- Sort and arrange evidence in legal files
- Prepare physical and virtual (PDF) hearing binders for arbitrations
- Schedule meetings, mediations, arbitrations, and bargaining sessions
- Manage calendars and travel arrangements
- Maintain databases and communication platforms

MINIMUM REQUIREMENTS

- Typing speed of 30–50 WPM
- Proficiency in Microsoft Word, Excel, Outlook, Teams and Adobe Acrobat Pro
- 2–5 years administrative experience
- Strong drafting and editing skills
- Experience handling confidential information

EQUITY & INCLUSION

UFCW Local 401 is committed to equity, inclusion, and respect in the workplace. We encourage applications from Indigenous peoples, racialized persons, women, persons with disabilities, members of the 2SLGBTQIA+ community, and other equity-seeking groups. Accommodations are available throughout the recruitment process.

REMUNERATION

Remuneration and terms and conditions of employment for this position are covered by a Collective Agreement. Benefits, vacation and pension according to the Collective Agreement.

SUBMISSION INSTRUCTIONS:

Please forward applications to UFCW Local 401 by email to jobapplication@ufcw401.ab.ca. The posting will remain open until a suitable candidate is found. 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.