



Employment Opportunity

United Food and Commercial Workers (UFCW) Local 401

Membership & Dues Processing Specialist - 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 a Membership and Dues Processing Specialist to work out of our Edmonton Office. This role will support our Accounting Department and report to our Executive Team. This role will interface with employers, our membership, IT Department and Negotiating 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:

- Processing dues for over 32,000 members
- Performs data file analysis and work closely with the Computer Operations Specialist to see what files could be converted to electronic format. Duties include: corresponding with employers, downloading and uploading files for dues processing, formatting data files for import into the dues system, helping co-workers with data import issues, sending out notices to dues specialists to gather missing data (cell phone numbers, emails, etc.) Inputting missing data, etc.
- Correspond with the employers, dues specialists and districts regarding the change to electronic data and missing information.
- Maintain employer contact information within the dues system.
- Answers inquiries pertaining to data files, data needed and dues processing.
- Maintains accurate records and files. Must be able to retrieve information from records and files upon request. May be required to record information in organizational documents, enter data into simple computer programs, distribute information, and perform simple computations.
- Performs other related miscellaneous general office duties as required, some of which may require independent judgment.

QUALIFICATIONS

- Typing – minimum speed – 30 words per minute
- Advanced knowledge of Microsoft Office Suite
- Familiarity with CRM databases
- Ability to learn new software and computer equipment as required by supervisor or as technology changes.
- Excellent verbal and written communication skills, listening skills, attention to detail.
- Ability to learn and understand CWA Data files, Dues system requirements.
- Ability to understand and follow moderately technical instructions and CWA accounting rules and policies.
- Two years related experience or training or equivalent combination of education and experience.
- Preference will be given to a candidate with payroll and/or bookkeeping experience

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.
- Detailed records maintenance skills

REMUNERATION

This is an out-of-scope, non-bargaining unit position. Benefits, vacation and pension are commensurate with the IAMAW Clerical Collective Agreement.

SUBMISSION INSTRUCTIONS:

Please forward applications to UFCW Local 401 by email to jobapplication@ufcw401.ab.ca. Posting will remain open until a suitable candidate can be 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.