Employment Opportunity – Executive Administrative Assistant

JOB DESCRIPTION

The United Food and Commercial Workers (UFCW) Local 401 is Alberta's largest private-sector union, representing approximately 32,000 members across a wide range of industries, including 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. We are committed to protecting workers' rights, advancing fairness and equality, and building stronger workplaces and communities.

ABOUT THE POSITION

UFCW Local 401 is seeking a highly organized, motivated, and collaborative Executive Administrative Assistant to join our growing team.

As our Local continues to grow and evolve, so do the administrative needs of our leadership team. This position will play an important role in providing day-to-day support to Directors and Executive Leadership, strengthening administrative processes, and helping ensure the efficient operation of the Local.

The successful candidate will work closely with our existing Executive Administrative Assistants and other staff to provide consistent, reliable, and professional administrative support.

We are looking for someone who takes initiative, pays attention to detail, communicates effectively, and can manage competing priorities in a busy and changing environment. Strong follow-through, sound judgment, discretion, and a willingness to work as part of a team are essential.

We offer a competitive compensation package, excellent benefits, and the opportunity to do meaningful and challenging work in an organization dedicated to making a difference for working people.

REQUIREMENTS

- Valid Class 5 driver's licence.
- Minimum of six (6) years of continuous driving experience.
- No major driving convictions, no more than three (3) minor convictions, and no claims or accidents within the past three (3) years.
- A driver's experience letter may be required.
- Availability to travel and work occasional evenings or weekends as operational needs require, including some on-call duties.

JOB DUTIES

- Provide high-level administrative and organizational support to Directors and Executive Leadership.
- Coordinate calendars, meetings, appointments, travel arrangements, correspondence, and follow-up activities.
- Prepare, format, review, and maintain reports, presentations, meeting materials, and other operational documents.
- Support the implementation and ongoing maintenance of administrative policies, procedures, and operational systems.
- Maintain accurate records, tracking systems, filing structures, templates, and document management processes.
- Assist with grievance administration, including tracking deadlines, maintaining records, preparing reports, and coordinating information with representatives and Directors.
- Support operational projects and initiatives, including scheduling, documentation, reporting, and follow-up.
- Provide administrative assistance to Finance and Accounting, including documentation, tracking, filing, scheduling, and correspondence.
- Work collaboratively with the administrative team to identify opportunities to improve efficiency, consistency, and communication.
- Assist with onboarding, cross-training, administrative procedures, and the development of reference materials and process guides.
- Provide coverage and additional administrative support to other team members as required.
- Handle confidential and sensitive information with professionalism and discretion.
- Perform other related duties as assigned.

CORE COMPETENCIES

- Strong commitment to the labour movement, workers' rights, equity, and social justice.
- Excellent organizational and time-management skills, with the ability to manage competing priorities and meet deadlines.
- Strong interpersonal, communication, and problem-solving skills.
- Demonstrated ability to work collaboratively and build positive working relationships.
- Strong attention to detail, accuracy, and follow-through.
- Ability to work independently, take initiative, and exercise sound judgment.
- Experience maintaining records, tracking systems, and administrative processes.
- Ability to adapt to changing priorities and work effectively in a fast-paced environment.
- Commitment to confidentiality, professionalism, and providing reliable administrative support.

QUALIFICATIONS

- Five (5) years of experience in executive administration, senior administrative support, office administration, or a related role is preferred.
- Experience supporting senior leadership, executives, or multiple departments in a busy office environment.
- Strong knowledge of office administration, scheduling, meeting coordination, records management, and document preparation.
- Excellent written and verbal communication skills, including professional correspondence and report preparation.
- Proficiency in Microsoft Office applications, including Outlook, Word, Excel, Teams, and SharePoint.

- Experience developing or maintaining tracking systems, templates, procedures, filing structures, or administrative workflows.
- Experience in a unionized environment or familiarity with collective agreements, grievance processes, or labour relations would be considered an asset.
- A commitment to union solidarity principles, equity, diversity, and inclusion as described in our Mission Statement https://gounion.ca/your-union/mission/.

REMUNERATION

UFCW Local 401 offers a competitive compensation package commensurate with experience and qualifications, including comprehensive benefits, pension, and vacation entitlements.

ADDITIONAL INFORMATION

Interested applicants are invited to submit their resume and cover letter outlining their relevant experience, qualifications, and the strengths they would bring to this position.

Please forward applications by email to:

jobapplication@ufcw401.ab.ca

The posting will remain open for 10 days from the date of publication.

Interviews are anticipated to take place in mid-November 2026, with a projected start date of January 1, 2027.

UFCW Local 401 is committed to equity, diversity, and inclusion and welcomes applications from qualified individuals of all backgrounds.

We thank all applicants for their interest. Only those selected for an interview will be contacted.