



Canadian Union of Public Employees, Local 1004

#130 – 111 Victoria Drive, Vancouver, BC V5L 4C4 Tel: (604) 324-2440 Fax: (604) 324-2459

CUPE 1004 JOB POSTING

Position:	Administrative Assistant (Category 3), Regular Full-Time
Wages:	As per the Collective Agreement between CUPE BC and Locals & MoveUP
Hours:	32.5-40hrs/week worked between the hours of 7:00AM & 5:00PM (5 day work week)

CUPE 1004 is a multi-sector composite Union local representing over 6,000 members. This posting is for a full time in office position with benefits. We are seeking an individual with the following skills and qualifications:

- Experience working in a Union environment
- Excellent proficiency in MS Office (Word, Excel, Outlook, PowerPoint, Publisher) and other software
- Experience with Office 365 and SharePoint systems
- Experience with Maximizer, MailChimp, Simply Voting, Adobe, Zoom, Survey Monkey, and Canva - or equivalent
- Excellent written and oral communication skills
- Capable of learning new procedures quickly with limited supervision
- Organized, detail oriented and able to work well under pressure both as a team member and independently
- Ability to use available resources to research solutions

Responsibilities and Duties may include:

- Performing all general office and reception duties and functions of a typical union office
- Monitoring the Admin Desk email inboxes to process and redirect incoming items, accordingly
- Providing support services to the Executive Board, Business Agents & Committees, as instructed by the Office Administrator
- Expediting member grievances in a timely manner
- Updating and maintaining membership records in Maximizer database
- Coordinating meetings - scheduling, room bookings, catering, etc.
- Admin duties required in relation to CUPE 1004 Stewards – including but not limited to - maintaining up to date list of CUPE 1004 Stewards, distributing communication related to regularly scheduled Steward meetings, preparing information packages for new Stewards and coordinating Steward training
- Assisting with leaves of absence for Executive Board, Stewards and other members
- Assisting with creating and maintaining a variety of office printables and forms
- Assisting with updating the Local's website as instructed by the Office Administrator
- Assisting with the set-up of computers, electronics and AV equipment, as needed
- Scheduling and organizing member training, workshops and seminars and maintaining detailed records
- Assisting with electronic voting campaigns, as needed
- Monitoring the inventory of office supplies and advising the Office Administrator when items require replenishment
- Maintaining up to date digital and physical records, as needed

The above is a general job description; additional duties will be required.

APPLICATION DEADLINE:

Resumes must be submitted via email to admin@cupe1004.ca by 4 pm, Friday, January 26th, 2024

Only applicants who have been short-listed will be contacted.

Testing will be conducted for all shortlisted candidates.

We thank you for your interest.