



## **Office Administrative Assistant CUPE Manitoba**

Applications are invited for the position of Executive Assistant in the CUPE Manitoba office. This is a Full-Time position, with a work week of 37.5 hours per week (1.0 EFT), Monday to Friday. Hours of work to be determined by CUPE MB.

### **CORE FUNCTIONS**

Under the day-to-day direction of the President for workload, and the general direction of the Table Officers and Executive of the Canadian Union of Public Employees (CUPE), Manitoba Division, the Administrative Assistant will provide general office administrative support services for CUPE Manitoba and promote the aims and objectives of the Division as outlined in the Constitution, By-Laws and Policies.

### **SUMMARY OF DUTIES**

Applicants should have a very good knowledge of general office work, be proficient in office communications, be able to provide organizational support for conventions, conferences, campaigns, and support basic communications platforms.

- Maintain close liaison with the President, other Table Officers and Committee Chairs;
- Assist with arrangements for meetings, conferences, and other CUPE Manitoba events as required;
- Type letters, notices, briefs and minutes;
- Maintain office filing, mailing, and office functions;
- Bring innovative ideas and strategies forward and be a collaborative team member;
- Communicate effectively in a respectful and cooperative manner with the public, staff, locals, members, contractors, etc.;

Note: this listing of duties is not intended to be all-inclusive; other duties may be required in order to meet the evolving requirements of the organization.

### **QUALIFICATIONS**

#### **Education and Experience**

- Grade 12 or an equivalent combination of training and experience;
- Recognized Business or Administrative Program graduate and/or equivalent combination of training and experience;
- Two years related work experience, ideally in a union environment.

#### **Knowledge, Skills and Experience**

- Administrative policies and procedures;
- CUPE political and organizational structure;



### **Knowledge, Skills and Experience (Continued)**

- Internet research techniques, databases and data management;
- Proficiency in Microsoft software and office related programs;
- Ability to learn new software;
- The ability to operate all general office equipment;
- Maintain confidentiality and have a working knowledge of database systems.

### **SALARY AND BENEFITS**

As per the CUPE Manitoba/COPE Local 342 Collective Agreement.

Wage Rate: \$26.06 / hr.

### **HOW TO APPLY**

Interested candidates may forward their letter of application and resumé by Email to:

[info@cupe.mb.ca](mailto:info@cupe.mb.ca)

Subject Line: Application for Office Administrative Assistant Job

**Closing date: March 29, 2023, 4:30 pm**

CUPE Manitoba encourages application from qualified equity seeking workers, including qualified Indigenous, Métis, and Inuit persons, Black, Racialized, 2SLGBTQI+, Women, and members living with Disabilities.

CUPE Manitoba thanks all applicants for their interest, however only those selected for further consideration will be contacted.