

ALBERTA REGIONAL OFFICE

300, 10235 – 124 Street NW, Edmonton, AB T5N 1P9
Tel.: (780) 484-7644 Fax: (780) 489-2202 / cupe.ca / scfp.ca

Secretary – CUPE Red Deer Area Office

Interested individuals are invited to apply for the position of Secretary at the Canadian Union of Public Employees, Red Deer Area office.

Under general direction, the Secretary assists with the day-to-day operation of the office and provides administrative and clerical support including, but not limited to, word processing, disseminating information, and determining priorities.

SUMMARY OF DUTIES

Applicants should have a very good knowledge of general office work and be able to perform with accuracy and minimum supervision, the following duties, among others:

- Set up, compose, type, proofread and process to completion, and where required, send for translation: correspondence, reports, collective agreements, proposals, presentations, news releases, forms, and other documents on a timely basis. Initiate follow-up where required.
- Receive, screen and direct calls, respond to general enquiries and provide general information to staff and local unions.
- Receive, process and distribute incoming mail and e-mail; review correspondence and refer to appropriate person(s), scan and forward if necessary; initiate reply as required in a timely fashion; process outgoing mail and courier deliveries according to shipping requirements.
- Responding to or directing telephone inquiries to appropriate staff members; receiving and welcoming visitors, adhering to security sign-in procedures, directing visitors to appropriate staff member or location, and training other staff on these functions, as required.
- Coordinate travel and accommodation arrangements ensuring adequate timing of schedules.
- Coordinate conferences, workshops, meetings and appointments; may include registration of participants, where required; attend meetings/conferences and take minutes as required; photocopy and compile material/documents.
- Produce and prepare materials for conferences, workshops, meetings, etc. and, where required, maintain an inventory of regular materials.
- Maintain accurate filing systems (electronic and hard copy) including archiving and disposing as required; maintain orderly and updated library reference materials and maintain records and mailing contact lists.
- Assist, where required, in the operations of the office: maintaining appropriate inventory of office supplies, material, equipment and office furniture; processing and verifying orders, monitoring office security and emergency systems, overseeing office premises (parking permits, lighting, keys), and communicating with the landlord.
- Assist with office orientation for employees on office policies, procedures and equipment.

MARK HANCOCK

National President/Président national

CANDACE RENNICK

National Secretary-Treasurer/Secrétaire-trésorière nationale

PATRICK GLOUTNEY, FRED HAHN, JUDY HENLEY, SHERRY HILLIER, LEE-ANN KALEN

General Vice-Presidents/Vice-présidences générales

- Create and/or maintain, update, perform searches, retrieve information and generate reports from various databases, as necessary.
- Receive, verify and process invoices for payment and submit cheque authorization, where required.
- Monitor petty cash expenditures, maintain adequate receipts and records for accounting purposes, and ensure that petty cash funds are replenished on a timely basis, as required.
- Disseminate information as appropriate.
- Provide back-up assistance to other staff, as required.
- Perform other related duties, as assigned.

QUALIFICATIONS

- Two years related work experience, ideally in a union environment;
- Business or Community College graduate in a relevant field or an equivalent combination of education and experience;
- General knowledge of:
 - administrative policies and procedures;
 - CUPE political and organizational structure;
 - internet research techniques;
 - databases and data management;
 - basic accounting, bookkeeping, or business math;
 - role-based operational focus, where required.
- Ability to:
 - speak and write at an above average level in English;
 - communicate effectively in a respectful and cooperative manner with the public, staff, members, contractors, etc.;
 - perform basic mathematical functions;
 - work with minimal supervision;
 - maintain confidentiality;
 - meet deadlines and/or establish priorities while working in a high-pressure work setting;
 - work with a high degree of accuracy;
 - exemplify good organizational skills;
 - solve problems, identify and correct discrepancies, and follow guidelines, where applicable;
 - keyboard/type at 50 wpm;
 - use advanced MS Office Suite and learn new software.

CONDITIONS OF EMPLOYMENT as set out in the collective agreement between CUPE and COPE Local 491.

WEEKLY SALARY RANGE: \$1,356.36 to \$1,384.69

Persons interested should email their application and an updated résumé, to Lisa McPherson, Alberta Regional director at lmcperson@cupe.ca, no later than **December 17, 2021**.