



JOB POSTING

Office Coordinator - Part Time (24 hours per week)

USW local 1-500 is seeking a Part Time Office Coordinator to work in our Brantford Office .

Job Description

- Provides administrative support to the President and Service Representative .
- Responsibilities include payroll , Union bookkeeping including , bill payments , dues tracking , expences / lost time etc. as dictated by United Steelworkers Constitution and Local 1-500 Bylaws
- Other administrative tasks including making travel arrangements, supporting campaigns, paper and electronic filing, editing, proof-reading, arranging meetings and events, word processing of collective agreements correspondence, notices, reports, manuals, etc.
- Administrative support committees, general meetings, seminars and conferences, including organizing meetings, maintaining committee lists and communications with committee members.
- Creating, updating and maintaining electronic communications such as website and list serves.
- Ordering supplies, maintaining equipment, and other general office tasks.

Qualifications

- Grade 12 plus training in the use of standard office software; preferably in a trade union or non profit setting; or an equivalent combination of training and experience.
- Ability to multitask and prioritize
- Experience in event organizing
- Strong computer skills including knowledge of MS Office (Word , Excel) and be competent or willing to learn Desktop Publishing , Adobe Acrobat , Web Site administration and updating
- Familiarity with labour/union issues .
- Excellent written and verbal communication skills.
- Excellent organizational skills.
- Ability to work under pressure and tight timelines.

Salary: Wages and Benefits as per Office Staff Collective Agreement . Hours are 24 hours per week , Minimum 8 hours per day , 3 fixed days per week (to be determined)

Closing Date: October 3, 2019

Application and cover letter must be submitted online only at : www.uswlocal1-500.com

USW Local 1-500 is an equal opportunity employer. While this posting is available to the general public current Members of USW local 1-500 shall be given first consideration . Only successful applicants will be scheduled for an interview , an eligibility list will be created in case future work arises. All applicants will be contacted when the position has been filled .